



## TOWN OF FREETOWN

### Police Sub-Committee

3 North Main Street - P.O. Box 438  
Assonet, MA. 02702 - Phone: (508) 644-2201

Meeting Minutes - Wednesday, July 1, 2020

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*J. Brown*

A virtual Zoom meeting of the Police Sub-Committee was held on Wednesday, July 1, 2020 @ 4:00 p.m..

**PRESENT:** Chairwoman Lisa Pacheco, Chief of Police, Carlton Abbott, Sgt. Benjamin Levesque, Officer Mark Fornaciari, Robert Jose, Charlie Sullivan and Paul Sadeck

**ALSO PRESENT:** Taylor MacDonald, Neil Provost of Pomroy Associates, Andy DiGiammo (CGA) and Catrina Goncalves, Recordings Clerk.

**ABSENT:** Town Administrator David DeManche, Mary Rezendes-Brown

#### **This is a Virtual Meeting**

Meeting called to order at 4:04PM

**TOPIC:** Approval of Meeting Minutes - June 4, 2020

#### **MOTION:**

Motion made by Sgt. Levesque to approve the June 4, 2020 Meeting Minutes, seconded by Officer Fornaciari. Unanimously approved.

**TOPIC:** Construction Update

Mr. Provost states Eversource was on site Monday, and has supplied electricity to the building. Currently, the ceiling/lighting fixtures are the main focus, and the outside lights are functioning, allowing the building to be more secure in the evening. The HVAC contractor is scheduled to be on site, checking the AC unit, ensuring it is in working order, so other products may be installed within the building. The cell doors and ceilings, as well as millwork is scheduled to be begin this upcoming week. Installation of the lighting bases for the outside light poles is ongoing and should be completed by next week. The grading of the front of the building, and the removal of the on site trailers are also scheduled to be completed. An inspector is scheduled to be onsite to conduct testing on the Carport. During the week of the 13th, the Tower and Radio contractors will be working jointly to complete their respective functions.

**TOPIC:** Project Schedule Update

Mr. MacDonald states the Contractor believes they are on target for a wrap up date around Labor Day and does not anticipate any delays.

**TOPIC:** Budget Update – On Budget

Mr. MacDonald refers to Budget Update #5, dated June 25, 2020. Mr. MacDonald states he has been working with Kim Fales, as to the savings on budgetary items, in order to ascertain the contingency

amount. The specific items are highlighted in yellow. The changes are between May and June, the first being the addition of #12 and #13 change orders, 10A is the additional time for Mr. Provost being on site, and Lines #23 to #26 reflect savings in furniture, dispatch, communications and phones. Contingency is currently at \$421,000 though some additions and possible future change orders, bring the contingency amount to around \$391,000. Mr. MacDonald adds that if money is reimbursed due to the COVID19 costs, the contingency amount will be higher.

Ms. Pacheco states the first round of COVID costs have been submitted for reimbursement and she is waiting for a response, but feels if the first round is approved, the remaining expenses will also be reimbursed.

**TOPIC: Material Testing Update**

Mr. Provost states all the tests have been good, and he and the Superintendent have discussed the site work and believes the proctors are in place for any grading and compaction. A testing of the dense grade material will also be performed before parking lots and roadways are completed. Fireproofing testing will be completed in the near future as well as the interior and exterior caulking pull tests.

**TOPIC: Change requests**

Mr. MacDonald refers to Change Order Log, dated June 25, 2020. Items that are open are highlighted in yellow. The only change order between May and June are the weekly COVID19 costs. There are 2 new Change Orders, one being a charge from E911, an Electrical 20 Amp, 3 Phase Disconnect. The cost is \$384.96.

The other expense is a CCTV Provision to allow the Town to use cameras in the meeting room. Mr. Digiammo states the cost is not to be deducted from the police budget, but from the separate budget of the Cable Advisory Board. The electrician would rough in 5 future camera locations in order to livestream meetings, add power outlets in the closet, converting it into an equipment room. The cost is \$8,854.72. Once the equipment is placed in the closet, it would be secure, as only a select group of people would have access.

Ms. Pacheco states as it would not be deducted out of the police budget, the expenditure would need to be approved by the Cable Advisory Board, therefore not to be voted on by this committee. It would be a direct bill to the Town, and not to be included as a change order for this committee. A consensus of the committee was taken to confirm that the cost will be absorbed by the Cable Advisory Board, with the approval of this committee.

Chief Abbott states the closet location originally supported the emergency operations center, and storing extra radios, etc., but logistically the items can be stored in another room close by, avoiding civilians from entering into a secure area.

**MOTION:**

Motion made by Mr. Jose to approve the \$384.96 E911 cost, seconded by Mr. Sadeck. Unanimously approved.

**ROLL CALL VOTE: Lisa: Yes Chief: Yes Ben: Yes Marc: Yes Bob: Yes Charlie: Yes Paul: Yes**

**TOPIC: Owner Vendors Update**

Mr. MacDonald states the Tower vendor will be arriving the week of the 13th, to install the bridge. The radio vendor will start to install the radio lines and conduct testing during the same week. Dispatch consoles will arrive in August, and the office furniture will be delivered after Labor Day. Mr. Provost states

the phones will be installed by the vendor at a later date, but he has ordered the speakers for the ceilings in order to start the installation.

**TOPIC: Utility Update**

Mr. Provost states there is power to the building, and both Verizon and Comcast have done work in the IT Room. The next utility to be completed will be the connection of a permanent water line to the building, as there is currently a temporary connection. The testing of the water is to be done at a later date, which could possibly indicate a need for water treatment.

**TOPIC: Open Discussion/New Business**

Mr. Sullivan states the current police station computer system is dated, and it soon may not be operational. In order to prevent moving the current computer system into the new station, only to require a new system shortly thereafter at an additional cost, the committee needs to discuss a new computer system.

Chief Abbott agrees that the current computer system software is antiquated and would not be operational with the record management system, as well as the dispatch computers, making a new computer system critical. Chief Abbott will get detailed information, as to the number of computers needed, along with the cost and present the information at the next meeting.

Mr MacDonald states there is \$25,000 saving in Line #27, Miscellaneous Equipment, that has not been spent and may be used towards the cost of a new computer system.

Ms. Pacheco states if anyone wants non-security related photos of the police station, Tim McIntosh would provide them upon request. Mr. MacDonald will run the photos by the Contractor as a courtesy, before they are released.

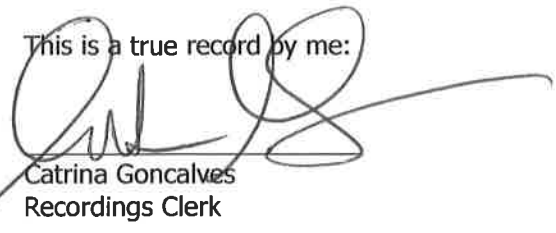
**ADJOURNMENT:**

Motion made by Mr. Jose to adjourn the meeting, seconded by Sgt. Levesque. Unanimously approved.

**ROLL CALL VOTE: Lisa: Yes Chief: Yes Ben: Yes Marc: Yes Bob: Yes Charlie: Yes Paul: Yes**

**Meeting adjourned at 4:34 PM**

This is a true record by me:

  
Catrina Goncalves  
Recordings Clerk

**List of documents/exhibit used in this meeting pursuant to M.G.L. c. 30A, § 22 (a)**

1. PCO/Change Order Log, dated 6/25/20 - prepared by Pomroy Associates
2. Budget Report Update #15, dated 6/25/20 - prepared by Pomroy Associates