

1. Agenda

Documents:

[2020.01.30_PUBLIC_SAFETY_BUILDING_COMMITTEE_AGENDA.PDF](#)

2. Meeting Materials

Documents:

[EMAIL_FROM_CHIEF_S._ACHILLES_TO_J._MALINOWSKI_M._PURPLE_1-21-2020_W-2_SALARY_AND_EQUIP_SPREADSHEET.PDF](#)
[SOUTHBOROUGH_PUBLIC_SAFETY_MEETING_MINUTES_1.7.2020_DRAFT.PDF](#)

Town of Southborough, Massachusetts

Public Safety Building Committee

Thursday January 30th, 2020

7:30 AM

Public Safety Building – Public Meeting Room

32 Cordaville Road

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TOWN CLERK'S OFFICE
2020 JAN 27 P 12:25
JFH
SOUTHBOROUGH, MA

Agenda (all items may have one or more votes taken to the extent action is required):

- I. Call Meeting to Order
- II. Approval of Meeting Minutes from January 7, 2020
- III. Chairman's Update
- IV. Security Camera Request from Police Chief
- V. Personnel/Supplies Cost Request from Fire Chief
- VI. Summary of Invoices Approved Since Last Meeting
- VII. Project Budget Update
- VIII. Meeting Schedule
- IX. Other business that may properly come before the Committee
- X. Adjournment

Jason W. Malinowski

Chair

FD Expenses

Steven Achilles <sachilles@southboroughma.com>

Tue 1/21/2020 3:09 PM

To: Jason W. Malinowski <jmalinowski@southboroughma.com>

Cc: Mark Purple <mpurple@southboroughma.com>

2 attachments (196 KB)

PSB Salary Expenses_Fire REVISED.pdf; PSB Operational Budget Expenses_Fire REVISED.pdf;

Jason,

Please accept the revised itemized list of expenses related to our move and start-up of the PSB. I am prepared to present at the next available PSB Committee Meeting.

Chief Achilles



STEVEN E. ACHILLES

Fire Chief

SOUTHBOROUGH FIRE DEPARTMENT
32 Cordaville Road
Southborough, MA 01772
Office: (508) 485-3235
Mobile: (508) 573-8386
Fax: (508) 485-3887
sachilles@southboroughma.com

PUBLIC SAFETY BUILDING DETAILS

| DATE | DESCRIPTION | DETAIL MEMBER | RATE | # OF HOURS | TOTAL |
|------------|---|-----------------------|---------|------------|--------------------|
| 8/10/2019 | ASPHALT WASH DOWN AT NEW PS BUILDING | SADOWSKI, MARK | \$59.04 | 6 | \$354.24 |
| 8/10/2019 | ASPHALT WASH DOWN AT NEW PS BUILDING | MCCALLUM, JUSTIN | \$47.13 | 6 | \$282.78 |
| 8/22/2019 | GYM EQUIPMENT ASSEMBLY AT NEW PS BUILDING | DOANE, BRITTANAY | \$47.13 | 8 | \$377.04 |
| 8/22/2019 | GYM EQUIPMENT ASSEMBLY AT NEW PS BUILDING | ROACH, JASON | \$47.74 | 8 | \$381.92 |
| 8/22/2019 | GYM EQUIPMENT ASSEMBLY AT NEW PS BUILDING | PARKINSON, JEREMY | \$47.74 | 8 | \$381.92 |
| 8/22/2019 | GYM EQUIPMENT ASSEMBLY AT NEW PS BUILDING | KENDALL, NATHAN | \$47.74 | 8 | \$381.92 |
| 9/4/2019 | STATION COMMUNICATIONS | AMENDOLA, DANA | \$47.74 | 7 | \$334.18 |
| 9/4/2019 | MOVING FROM 21 MAIN -> 32 CORDAVILLE DETAIL | NAVAROLI, SCOTT | \$47.74 | 7 | \$334.18 |
| 9/4/2019 | MOVING FROM 21 MAIN -> 32 CORDAVILLE DETAIL | KENDALL, NATHAN | \$47.74 | 7 | \$334.18 |
| 9/4/2019 | MOVING FROM 21 MAIN -> 32 CORDAVILLE DETAIL | DOANE, BRITTANAY | \$47.13 | 7 | \$329.91 |
| 9/4/2019 | MOVING FROM 21 MAIN -> 32 CORDAVILLE DETAIL | PELTIER, JIM | \$51.96 | 7 | \$363.72 |
| 9/4/2019 | MOVING FROM 21 MAIN -> 32 CORDAVILLE DETAIL | FRANKS, KEN | \$53.83 | 7 | \$376.81 |
| 9/5/2019 | EDISPATCH | AMENDOLA, DANA | \$47.74 | 2 | \$95.48 |
| 9/5/2019 | EMS SUPPLY & MAINTENANCE DETAIL | PARKINSON, JEREMY | \$47.74 | 5 | \$238.70 |
| 9/5/2019 | EMS SUPPLY & MAINTENANCE DETAIL | ROACH, JASON | \$47.74 | 5 | \$238.70 |
| 9/5/2019 | MOVING FROM 21 MAIN -> 32 CORDAVILLE DETAIL | NAVAROLI, SCOTT | \$47.74 | 4 | \$190.96 |
| 9/5/2019 | MOVING FROM 21 MAIN -> 32 CORDAVILLE DETAIL | KENDALL, NATHAN | \$47.74 | 4 | \$190.96 |
| 9/5/2019 | MOVING FROM 21 MAIN -> 32 CORDAVILLE DETAIL | VIGIL, EDGAR | \$46.54 | 4 | \$186.16 |
| 9/5/2019 | MOVING FROM 21 MAIN -> 32 CORDAVILLE DETAIL | MCCALLUM, JUSTIN | \$47.13 | 4 | \$188.52 |
| 9/5/2019 | MOVING FROM 21 MAIN -> 32 CORDAVILLE DETAIL | FRANKS, KEN | \$53.83 | 4 | \$215.32 |
| 9/6/2019 | STATION COMMUNICATIONS | AMENDOLA, DANA | \$47.74 | 5 | \$238.70 |
| 9/20/2019 | EOC CACHE MOVE 21 MAIN -> 32 CORDAVILLE | ASPESI, NEAL | \$53.83 | 4 | \$215.32 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | GLECKEL, ANDREW | \$38.76 | 5 | \$193.80 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | ROACH, JASON | \$47.74 | 5 | \$238.70 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | SHANAHAN, CHRISTOPHER | \$47.74 | 5 | \$238.70 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | AMENDOLA, DANA | \$47.74 | 5 | \$238.70 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | WILLS, DAVID | \$47.74 | 5 | \$238.70 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | PARKINSON, JEREMY | \$47.74 | 5 | \$238.70 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | VIGIL, EDGAR | \$46.54 | 5 | \$232.70 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | DOANE, BRITTANAY | \$47.13 | 5 | \$235.65 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | MCCALLUM, JUSTIN | \$47.13 | 5 | \$235.65 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | GAUDETTE, DANIEL | \$40.58 | 5 | \$202.90 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | HOGAN, TOM | \$38.76 | 5 | \$193.80 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | TOMMANEY, JOHN | \$38.76 | 5 | \$193.80 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | ASPESI, NEAL | \$53.83 | 5 | \$269.15 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | FRANKS, KEN | \$53.83 | 5 | \$269.15 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | NAVAROLI, SCOTT | \$47.74 | 5 | \$238.70 |
| 10/26/2019 | PS BUILDING OPEN HOUSE TOUR DETAILS | SADOWSKI, MARK | \$59.04 | 5 | \$295.20 |
| 10/30/2019 | RADIO REPAIR AT NEW PS BUILDING | AMENDOLA, DANA | \$47.74 | 4 | \$190.96 |
| 11/1/2019 | RADIO WORK AT NEW PS BUILDING | AMENDOLA, DANA | \$47.74 | 5 | \$238.70 |
| | | | | | \$10,415.28 |

ADDITIONAL PUBLIC SAFETY BUILDING EXPENSES

| Vendor | Item | Payables Date | Amount |
|------------------|---|--|-------------------|
| Achilles, Steven | Station bunting | 11/1/2020 | \$75.03 |
| Achilles, Steven | Station bunting hardware | 11/1/2020 | \$57.69 |
| Achilles, Steven | Organization for maintenance area | 10/25/2020 | \$84.19 |
| Achilles, Steven | Purchase of flag for new PS building | 9/20/2020 | \$33.50 |
| Amazon | Mattress Pads | 11/15/2020 | \$207.92 |
| Amazon | Packing Wrap | 10/4/2020 | \$39.99 |
| BestBuy | TV for Admin and Chief's Office | Purchased on 9/19/19 with town credit card | \$909.96 |
| Crown Trophy | Engraved plastic numbers for apparatus bay | 10/11/2019 | \$100.00 |
| Crown Trophy | Engraved plastic: Gas Shut Off | 10/11/2019 | \$4.00 |
| Crown Trophy | Engraved plastic: No Gear, Apparatus Floor | 10/11/2019 | \$94.00 |
| Glass Effects | Administrative Office window tinting | 11/22/2020 | \$200.00 |
| H. Perron | Padlocks for lockers in bunk rooms | 10/4/2020 | \$417.40 |
| Home Depot | Shelving Units | 8/16/2019 | \$299.94 |
| Home Depot | Stackable Boxes | 10/11/2019 | \$119.82 |
| Home Depot | 8-Drawer Cabinet | 10/11/2019 | \$449.00 |
| Home Depot | 16-Drawer Steel Tool Chest | 10/11/2019 | \$847.50 |
| Home Depot | 5-Drawer Roller | 10/11/2019 | \$648.50 |
| Home Depot | Work Bench | 10/11/2019 | \$998.00 |
| Monnick Supply | Mounted Key Storage | 9/27/2020 | \$35.49 |
| Navaroli, Scott | Stools for Kitchen | 10/11/2019 | \$159.27 |
| Uline | Bins for EMS supplies | 9/20/2019 | \$1,144.03 |
| W.B. Mason | Packing Tape, Moving Boxes | 8/30/2020 | \$43.14 |
| W.B. Mason | Masking tape to label moving boxes | 8/16/2020 | \$45.89 |
| W.B. Mason | Filing boxes and bubble wrap for station move | 8/9/2020 | \$172.60 |
| | | | \$7,186.86 |

Public Safety Building Committee-Meeting Minutes

Date: Tuesday, January 7, 2020, 6:30PM

Location: Southborough Public Safety Building, 32 Cordaville Road, Meeting Room, Southborough, MA

Committee Members Present: Jason Malinowski-Chairman, Peter Goodney-Vice-Chairman, John F. Lyons-Clerk, Brennan Barry, Kathryn Cook, Michael Moorehead, David Officer, and John Wood

Absent: John Rooney

Item 1: Call Meeting to Order

- Chairman Jason Malinowski called the meeting to order at 6:01PM.

Item 2: Approval of the Meeting Minutes from December 3, 2019

- Chairman Jason Malinowski asked the Committee Members if they had any comments for Mr. Lyons on the meeting minutes from the December 3, 2019 meeting.
Motion: John Wood made a motion to accept the meeting minutes as presented. Seconded by Peter Goodney. Motion carries unanimously (5-0-3) with Kathryn Cook, Michael Moorhead, and David Officer abstaining.

Item 3: Chairman's Update

- Chairman Jason Malinowski said that he had no updates.

Item 4: Discussion and Vote on Request to Board of Selectmen to Request Committee be Disbanded or Reduce in Size

- Jason Malinowski mentioned that at the end of our last meeting Mr. Rooney asked how long this Committee will be around for. Jason said that we don't have to do anything, but he just wanted to hear from Committee Members. There will be invoices to approve, but we can turn over that responsibility to Heidi and Mark Purple to approve. Jason said that he has scheduled out every invoice that he anticipates that we should receive and he believes that we will be in the area of about 3.2 million in savings going into Town Meeting. After a brief discussion the Committee decided to remain at 9 Members until after Town Meeting, and then we will decide on how to proceed. Jason Malinowski said that he will reach out to Brian Shea, Chairman of the Board of Selectmen, to see if he would like one final budget update from the Committee before Town Meeting. Usually, they would like some type of presentation on the project for Town Meeting.

Item 5: Change Order from CTA

- Chairman Jason Malinowski informed the Committee that he did not receive the change order from CTA. Jason reminded the Committee about the issue with the pick proof caulking and who owns it. The caulking is done, but it is believed that the cost should be split between CTA and the Town. The issue with the pick proof caulking involves an incorrect light fixture that was installed in cell 1. It was in contention with CTA for many weeks, but CTA ordered that correct light fixture and now the issue is who pays for the caulking. Jason said that we will table this change order until we receive the

paperwork from CTA. Jason said that the Town cost could be around \$5,000.00 for the pick proof caulking. This would be our half cost and CTA would pay the other half with the total price in the area of \$11,000.00.

Item 6: Request for Additional Items from the Police Chief

- Chairman Jason Malinowski referred the Committee Members to an email that was in the packet from Chief Paulhus requesting some items for the Police. The items are a separation fencing in the cruiser garage, a change to the report cubbies in the Officer report area, a center mount intercom for the front dispatch window, and modifications to the fume hood in the armory. The total cost for all these changes is \$8,213.02.

Motion: Jason Malinowski made a motion to accept the changes submitted by Chief Paulhus as presented. Seconded by Peter Goodney. Motion carries unanimously (8-0).

Item 7: Invoices for Approval

- a. **Vendor Invoices**-Jason informed the Committee that there were two invoices to approve. The first invoice was from Vertex, which was pretty much a pass through of the billing from the commissioning agent and a second invoice from Vertex. Jason asked if there were any questions from the Committee Member on these invoices.
Motion: Chairman Jason Malinowski made a motion to accept the two vendor invoices as presented. Seconded by Peter Goodney. Motion carries unanimously (8-0).
- b. **CTA-Requisition #18**-Jason said that CTA requisition #18 includes all the details that are left.
Motion: Jason Malinowski made a motion to accept CTA's requisition #18 as presented. Seconded by Peter Goodney. Motion carries unanimously. (8-0).

Item 8: Future Invoices Approval Process Based on Vote in Item 4

- Jason informed the Committee that he has been going back and forth with CTA on requisition #19, but it has not been finalized as of Friday, so Jason said that he did not bring it forward. Jason said that he has invoices that "trickle" in from time to time and he would like to have a discussion with the Committee on how to pay these invoices. Jason would like to be able to approve these invoices with Mark Purple, so that we don't have to have a full Committee meeting for all the invoices. Kathy Cook said that she would like to set a threshold on the amount that Jason and Mark can approve to pay on these invoices. Jason would like to pay the invoices for work that has already been approved by the Committee.

Motion: Chairman Jason Malinowski made a motion that any expense that has been approved by the Committee for which an invoice is presented should be authorized by the Town Administrator and the Chairman of the Committee to be paid without calling a special meeting. Seconded by Peter Goodney. Motion carries unanimously (8-0).

Item 9: Project Budget Update

- Jason Malinowski informed the Committee that he took over the budget from Jon Lemieux of Vertex. Jason said that he did his own summary and reconciled it with Heidi on the general ledger. Jason said that they were off by \$.95 cents. Jason said that the only thing that they were still working through is for the CPC to process their final payment. The only question Jason had for the Committee is that CTA Requisition #19 will appear in his inbox within the next week and Jason wanted to know if the Committee would like to have a special meeting for that or does the Committee want to conditionally approve it. Jason believes that this invoice will be in the amount of \$156,000.00 with about \$74,000.00

remaining. The Committee Members all agreed that they would like to see CTA Requisition #19 before we pay it.

Item 10: Meeting Schedule

- Jason said that he will schedule a meeting when he receives the finalized CTA requisition #19.

Item 11: Other Business that May Properly Come Before the Committee

- Chief Achilles informed that Committee that the radio company will be in the building tomorrow to do and RF study on the building to see if the portable radios for both Police and Fire will function in the building. Chief Achilles said that we may need an inbuilding repeater to make the radios function properly. If an inbuilding repeater is needed Chief Achilles will get 3 quotes to present to the Committee.
- Chief Achilles also wanted to inform the Committee that he has been meeting with Advisory on his FY21 Budget. He has also been reviewing his FY20 budget and has realized that he has exceeded expenses in both salaries and operating budget, because of the move into the new Public Safety Building. These expenses were not anticipated or put into the FY20 budget. Chief Achilles said that he hired Firefighters to move equipment from the old building to the new facility. He also paid Firefighters overtime for the open house in October. Chief Achilles said that he was working with his Administrative Assistant on the costs, but he believes that he is around \$10,000.00 short in the operating budget as well as \$10,000.00 short in the salaries budget. Chief Achilles would like to see if the Committee will consider covering these costs, but if not, he will have to present the shortfall to Advisory. Peter Goodney asked if the Police Chief has the same issues. Chief Achilles said that he did not know if the Police Chief will be making any similar requests. Chief Achilles said that he had his whole staff in, so that he could cover the grand opening event as well as coverage for any emergency calls. Jason said that the Committee will take Chief Achilles requests under advisement, but this was not on the agenda. Jason said that he would let Chief Achilles speak to the Committee, but we will have to put this on the agenda for our next meeting.
- John Lyons asked if anyone knew when the lettering on the building was going to be installed. Jason said that within the next few weeks. The crew got tied up on another job. Jason said that they were also working on placement of a golf sign.

Item 12: Adjournment

- Chairman Jason Malinowski made a motion to adjourn. Seconded by Peter Goodney. Motion carries (8-0). Meeting adjourned at 6:45PM.

Documents Reference

- Draft Meeting Minutes from Committee Meeting dated January 7, 2019 presented by John Lyons, Clerk.
- Email from Chief Ken Paulhus to Jason Malinowski dated 12/30/2019.
- Invoice from Central Equipment dated 10/2/2019.
- Vertex OPM Invoice Summary dated 12/13/2019.
- Vertex Invoice number 0116621 dated December 5, 2019.
- CTA Requisition for Payment #18.

Respectfully Submitted,

John F. Lyons
Clerk

DRAFT