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## MEMORANDUM

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**TO:** Mayor & Council  
Borough of Hightstown

**FROM:** Dawson Bloom, PE

**DATE:** January 25, 2013

**RE:** Hightstown Borough Hall Progress Update  
Our File No.: H1542

The following is a progress update of the Borough Hall Project through Friday, January 25, 2013.

Temporary Administrative and Police Facilities

- As directed at the January 7<sup>th</sup> Council meeting, Roberts Engineering prepared bid documents for Site Plan Option # 3 which included the expanded parking area. The project was advertised on January 11<sup>th</sup>, 2013.
- Due to the expedited advertisement schedule, planning board review of the proposed Site Plan occurred after advertisement at their January 14<sup>th</sup> meeting. Plans were also provided to Bob Patten, Director, of the Historical Society to coordinate relocation of the existing sleeper stones adjacent to the parking lot. The formal site plan was provided to Tamara Lee on January 11, 2013 and the Planning Board on January 15, 2013.
- Carmela Roberts and I toured the existing temporary police facility at Mercer Street to obtain a better understanding of how the police department currently operates, especially in handling both victims and detainees and to begin to develop a relocation plan to the new Temporary Modular Facility, once it is completed.
- I met with George Chin on January 16<sup>th</sup> to review the project. He provided comments which would be later incorporated into Addendum #1 following the Pre-Bid meeting on Friday, January 18, 2013.
- A Pre-Bid Meeting was held at the Public Works building on January 18, 2013. After a brief project description, I answered bidders questions regarding the bid documents. We concluded the pre-bid meeting with a site walk-through. Eight prospective bidders attended the pre-bid meeting.
- Addendum #1 and Bid Clarification # 1 was issued on Tuesday, January 22, 2013 addressing both George Chin's comments and bidder's inquiries from the Pre-Bid meeting. George Chin's comments were regarding the requirements for exterior walls to be 1-hr fire rated due to the buildings proximity to one another.
- Due to the complexity of the Modular Police Facility, additional bidder inquiries have been addressed in a 2<sup>nd</sup> Bid Clarification issued on January 25, 2013.



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- Bids are due January 30, 2013.

## Borough Communications

- On January 15, 2013 Carmela Roberts and I attended a meeting with Michael Theokas, Ken Lewis, Debra Sopronyi, Jim LeTellier, Frank Gendron and a representative from Allen-Hunter Technologies to discuss the Borough's communications systems.
- The existing telephone system is unreliable, largely due to the fact that the existing telephone service box is located at the Borough Hall Building and all of the Borough departments are working via a wireless connection between Borough Hall and the Public Works building. This is especially difficult for the Police Department because they currently operate on a backup system which was not designed for 24/7 use and their recording systems do not function properly on that backup system. Additionally, all of the Boroughs alarm systems are run to the police department through the existing phone lines and it is not known which circuits are currently alarm circuits because many of those circuits date back to Bell Telephone and Verizon does not have records of them.
- A 2 step plan was developed to address the Borough's immediate communications issues.
  1. Relocate the existing phone box from Borough Hall to a new permanent location at the Public Works Building to be coordinated with Ken Lewis.
  2. Install a T1 line from Public Works to the temporary Police facility at Mercer Street. This work can be completed in 30-45 days and should immediately improve the Boroughs communications system.
- The above steps will improve the current Borough's communications systems and provide a stable communications platform for the future.

Once the Administrative offices relocate into the modular units they can be connected directly to public works via a black-fiber connection.

Moving the Police Department to a T1 will reduce their current monthly phone service cost from \$1000 to \$600. There will be a one-time Verizon cost of about \$1,200 - \$1,400.

The Police Department will be able to record calls properly via their current AVAYA system once the T1 is active.

Because the Police Department is currently running in a backup system, there will be no down time when switching over to the T1 and they will not lose their connection to Cranbury. There will also be no disruption of the existing radio or alarm systems.

- Once the telephone box is moved over to Public Works and the Police T1 line is installed, the next step will be to have Verizon perform a line assessment to have a full understanding of all of the Borough's telephone and alarm circuits. Once the assessment is complete, Allen-Hunter Technologies can determine a strategy for re-organizing the Borough's telephone and alarm circuits.

## Action Items



# Roberts

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- Bids for the Temporary Administrative and Police Facilities will be received on January 30, 2013. Bids will be evaluated and a recommendation will be provided to the Council for the February 4, 2013 Council meeting.
- A draft Master Schedule is being developed for the project and will be provided for the next Progress Update prior to the February 4, 2013 Council meeting.
- I will be meeting with Michael Theokas on Monday, January 28, 2013 to review the status of the insurance claim. I will work with him to develop a schedule and milestones for a resolution of this item.

CC: Mikael Theokas, Administrator  
Debra Sopronyi, Clerk  
Jim LeTellier, Police Director  
Frederick Raffetto, Borough Attorney  
Carmela Roberts, PE, Borough Engineer