

**DRAFT**  
**Town of Montville**  
**Public Safety Building Committee**

**MEETING**  
**Thursday, August 26, 2010 at 6:00 p.m.**  
**Montville Town Hall, Council Meeting Room**

**1. Call to Order.**

Chair Jack Platt called the meeting to order at 6:06 p.m.

**2. Roll Call.**

The following were present: William Bucko, Lt. Leonard Bunnell, Chris Ida, Dave Jetmore, Paul Lewis, John MacNeil and Jack Platt. Also present were Sgt. Michael Collins, Town Attorney Ron Ochsner (6:45 p.m.), David King of Kaestle Boos Associates, Inc., Rich Golden and Linda Patton Heller of the Town School Building Committee and Town Council Liaison Donna Jacobson. Ray Coggeshall and Jon Leonard were absent from the meeting.

**3. Pledge of Allegiance.**

**4. Remarks by the Public Relating to Agenda Items (three minute limit).**

None

**5. Approval of Minutes—August 5, 2010.**

**Motion:** That the Committee approves the minutes of August 5, 2010, as written.

**Proposed by:** Bill Bucko

**Seconded by:** Paul Lewis

**Vote:** Carried unanimously

**6. Correspondence.**

None

**7. Old Business.**

**a. Discussion of matters referred to Town Attorney.**

This item was tabled until the arrival of the Town Attorney. Attorney Ochsner arrived at 6:45 p.m. and reported that the 824, a statutory process, had been presented and approved by Planning & Zoning. He said that the Town Council would act on the project at a special meeting on August 31, which would be the final step in the process before the Town Clerk forwards the referendum question to the Secretary of State. Attorney Ochsner stated that he has done some work concerning the budgetary impact of a new building versus and old one. In response to a question from J. Platt, Attorney Ochsner commented that the Committee could speak for or against the project until the referendum stage but he will do some research on that topic. He said that flyers promoting the project must be neutral and that speaking at a public meeting would be appropriate. Discussion followed regarding as to the role of the Committee as to advertising for the project and whether the Committee has a budget for publications/mailings as part of the project. D. King said that his firm can do the layout for the same but it would have to be sent to a printer for production.

Attorney Ochsner also reported that he had reviewed the bids for the communications tower and confirmed that L. Bunnell would send a letter to the prospective bidders as to the status for the same.

**b. Discussion on hiring a general contractor, construction manager, or clerk of the works.**

This agenda item was tabled.

**c. Report from the sub-committee on communications tower.**

L. Bunnell reported that the sub-committee met on August 19, 2010, to discuss the bids received for the communication tower and wondered how they should now proceed. Per Attorney Ochsner, he suggested that a letter be sent to the bidding contractors indicating a decision would not be made until the outcome of the Referendum is known. L. Bunnell will follow through with sending the letter. L. Bunnell also reported that the sub-committee discussed rating criteria for the bids. B. Bucko handed out a draft memo revised August 15, 2010, that summarized the bids submitted by the three (3) contractors for the communication tower and the conclusions of the sub-committee. The memo was given to Attorney Ochsner to review and respond. D. Jetmore suggested speaking with other towns regarding their lease for their communication tower.

**8. New Business.**

**b. Discussion on workshop meeting with Town Council. (*This item was moved up on the agenda without objection.*)**

Rich Golden and Linda Patton Heller, chair and co-chair of the Board of Education School Building Committee, spoke to the Committee about lessons learned from their experience with their building project. They also gave suggestions to the Committee toward the project such as:

- Meet with Town officials prior to approval of plans to ascertain what is expected and when it will occur;
- Diligently review plans and review all changes to plans with Town departments making sure to look at things hard and ask questions;
- Assess technology for what will be needed from when the building is completed and forward 20 years--speaking with technological experts will save money;
- Meet with the Town government to discern ordinances that may affect the project and keep it informed of the progress of the project;
- Project change orders should be thoroughly reviewed and discussed with Town officials;
- Recordkeeping—billing and payments—should be cross checked for work accomplished and billed/paid monthly/quarterly;
- Be prepared for things that will go wrong and be mindful of frills that will be cost prohibitive to the project.

R. Golden and L. Heller answered questions of the Committee regarding the referendum process and the work of a Political Action Committee for promotion and success of the project via advertising and factual information to the public

**a. Workshop with project architect—Kaestle Boos.**

D. King reported that he emailed to the Committee a mechanical, electrical design narrative of three (3) HVAC systems for their review. The costs of annual energy usage, lighting, plumbing regarding the potential payback down the line is not conclusive. He stated that Ben

Monroe would email the Committee if funds are available for energy saving green initiatives. J. Platt asked D. King to define the square footage of the police area, 14, 000 sq. feet, versus the other usage for the building. The community room for the building has been renamed the civic meeting room. J. Platt also asked D. King to address the issues presented by BOE School Building members who spoke earlier in the meeting. He stated that this project may not have the same issues as the building will be new, not renovated. He also assured the Committee that his firm's design officials and construction administration person will meet with all local officials and that inspections of the project will be visually oriented and not necessarily with just a set of plans.

**c. Discussion concerning combined services grants.**

In response to a question posed by D. Jetmore regarding grants; D. Jacobson explained that applications for grants cannot be made for the project until it is passed.

**9. Approval of bills.**

**Motion:** That the Committee approves the invoice from Kaestle Boos dated July 30, 2010, in the amount of \$12,500, that constitutes 100% of the contract fee for the initial architectural engineering for the proposed public safety building project.

**Proposed by:** Dave Jetmore

**Seconded by:** John MacNeil

**Vote:** Carried unanimously

**10. Remarks by the Public (three minute limit).**

None

**11. Remarks by Committee members.**

D. Jetmore commented on bill paying for the project as proposed earlier by R. Golden.

**12. Remarks by Town council Liaison.**

D. Jacobson reported on her meeting with Bond Counsel that included the Finance Director and the Mayor. She commented the 15-year bond issue proposed at the August 5 joint meeting of the Town Council and the Committee. She stated that difference between a 20-year bond issue versus a 15-year bond issue would have less of an impact on taxpayers and no large mill increase. D. Jacobson said that when the referendum is passed the Finance Director would make a decision as to the best finance method.

**13. Adjournment.**

**Motion:** That the meeting is adjourned.

**Proposed by:** Paul Lewis

**Seconded by:** Bill Bucko

**Vote:** Carried unanimously

The meeting adjourned at 7:42 p.m.

Respectfully submitted by,

Jack Platt, Chair

Gloria J. Gathers, Minutes Clerk