

**Town of Montville
Public Safety Building Committee**

**Meeting
Thursday, February 25, 2010 at 6:00 p.m.
Montville Town Hall, Council Meeting Room**

1. Call to Order.

Vice-chair William Bucko called the meeting to order at 6:01 p.m.

2. Roll Call.

The following were present: Lt. Leonard Bunnell, Chris Ida, David Jetmore, Paul Lewis, and John MacNeil. Also present were Town Planner Marcia Vlaun and Town Council Liaison Donna Jacobson. Ray Coggeshall, John Leonard and Jack Platt were absent.

3. Pledge of Allegiance.

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

None.

5. Approval of Minutes—January 28, 2010 and February 4, 2010.

Motion: That the Committee approves the minutes of January 28, 2010 and February 4, 2010, as written.

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried unanimously

6. Correspondence.

None

7. Old Business.

a. Finalize questions for interview of RFQ architectural candidates.

M. Vlaun reviewed with the Committee the questions for the interviews of the RFQ architectural candidates and clarified points regarding estimated cost, schematic design, and fees. A weighted ranking system was also discussed. Letters to the prospective interview candidates and denial letters were distributed for the Committee's review. Technical support for the Committee will be provided by M. Vlaun, Town Engineer T. Fenton, and consultant M. Fortuna. Interviews will be conducted on March 16, 2010, at 9:00 a.m., 10:30 a.m., 1:00 p.m. and 2:30 p.m.

Motion: That the Committee adds and approves Question 10 for interviews with the RFQ architectural candidates.

Proposed by: John MacNeil

Seconded by: Dave Jetmore

Vote: Carried unanimously

Motion: That the Committee approves Questions 1-9, as presented by Mike Fortuna dated February 3, 2010, and the addition of Question 10 as the slate of questions for interviews with the RFQ architectural candidates on March 16, 2010.

Proposed by: John MacNeil
Seconded by: Dave Jetmore
Vote: Carried unanimously

Motion: That the Committee approves a point value system of 10 points per question for the interview responses of the RFQ architectural candidates with Questions 1-4 and 10 as "cold" questions to be asked at the interviews; and Questions 5-9 submitted to candidates prior to the interviews.

Proposed by: Len Bunnell
Seconded by: Paul Lewis
Vote: Carried unanimously

b. Review the charge from Town Council.

M. Vlaun stated that she had reviewed the charge invoked by the Town Council regarding the Public Safety Committee as discussed at the last meeting. She confirmed that the Committee did have the authority to approve bids for the public safety building project. M. Vlaun added that standard American Institute of Architects (AIA) form would be sent to the proposed architectural candidates for their use. She also said the charge from the Town Council is adequate based upon AIA criteria. D. Jacobson brought Section 5 of the charge to the attention of the Committee. L. Bunnell confirmed that the Mayor would be kept informed of the progress of the Committee and the Committee minutes would be made available to the Mayor upon completion of them.

c. Discussion on workshop with Town Council.

The Committee agreed that it would wait until Chair J. Platt returned before meeting with the Town Council.

Motion: That the Committee agrees to meet with the Town Council following the March 16, 2010, interviews with RFQ architectural candidates on a date arranged by Chair Jack Platt.

Proposed by: Dave Jetmore
Seconded by: John MacNeil
Vote: Carried unanimously

d. Discuss petition to Governor Rell.

L. Bunnell commented that the petition to Governor Rell will no longer be pursued by the Committee and should be removed from the agenda.

8. New Business.

None

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

None

10. **Remarks by Committee members.**

The Committee agreed to meet one hour before the March 16 interviews in the third floor meeting room of the Town Hall to determine who will pose the questions to the candidates during the interviews of the architectural firms. Also, B. Bucko praised M. Vlaun for her assistance to the Committee and for her professionalism. He described her as a “hidden asset,” and “guiding light.”

11. **Remarks by Town council Liaison.**

D. Jacobson noted dates on which for the Town Council would be meeting in March.

12. **Adjournment.**

Motion: That the meeting is adjourned at 7:02 p.m.

Proposed by: Len Bunnell

Seconded by: Chris Ida

Vote: Carried unanimously

Respectfully submitted by,

Gloria J. Gathers, Minutes Clerk

Approved: _____