

Town of Montville
Sub - Committee-Public Safety Building

Wednesday, February 2nd, 2011
Montville Public Safety Building

MEETING MINUTES

1. Call to Order – 1000 hours
2. Roll call – Jon Leonard, Bill Bucko, Lt. Bunnell
Invited Guests, Town Attorney Ron Oschner and Officer Rob Sundman
3. Remarks by the Public – no remarks
4. Attorney Ochsner presented a draft of the RFP of the Communications Tower. Attorney Ochsner clarified the intent of the request is for the tower to ultimately be owned by the town, constructed by a selected vendor and the vendor was to be responsible for the maintenance and upkeep. Attorney Ochsner commented that the draft still needs to be reviewed by the Architect, Kastle Boos.

Discussion on the determination of how the electrical supply will be metered and at what location. Officer Sundman commented that it normally would be metered at the compound building. Attorney Ochsner stated that option could be decided upon selection of the vendor.

Discussion concerning the height of the tower. A number of issues were considered in this discussion. Future needs of the town and communications, revenue considerations, regional dispatch needs. Motion made by Jon Leonard to recommend to the full committee a maximum height of 180' in consideration of the towns interest as well as regional interests. Motion carried.

Attorney Ochsner commented that the project does not need to be approved by the State Citing Council but does need to be approved locally. He pointed out that the local approval could be appealed but only by someone aggrieved. Statutorily, anyone aggrieved would have to be within 100' of the property line.

Discussion on the design and construction time line. Attorney Ochsner pointed out that the project needs to be completed at least four months prior to the building completion which has an anticipated completion date of August 2012. Jon Leonard commented that there is six month notification issue in regards to state notification of regional dispatching intentions.

Section 12 was discussed and a possible submission date for the returned RFP by a prospective vendor would be the 2nd week of March.

A date for the Information Meeting was suggested as the 1st week of March.

Discussion on the dismantling of the existing tower. The RFP draft outlines that matter to be the responsibility of the selected vendor.

Exhibit E - Officer Sundman expressed concerns about the coaxial cable and antennas installation. He commented that the narrative does not clarify who would be responsible for the cost, the installation and at what height that is serviceable. Attorney Ochsner stated he would revise that portion of the RFP to state the vendors responsibility. Officer Sundman stated he would contact the Fire Marshall, Ray Occhialini for clarification on the number of antennas and purpose

so Attorney Ochnser could include that information on the RFP. An addition to this exhibit would include a schematic for the antennas location as well as a suggested antenna platform/sidearm mount. The purpose of the antenna platform/sidearm mount could allow for efficient vertical and lateral separation. Operationally. That information could also be added Exhibit F, second paragraph describing work to be conducted.

Exhibit F – Attorney Ochnser stated he would contact the Architect for identification of the electrical service cable necessary for amperage needs. Attorney Ochnser also reviewed the tower height demonstration which would demonstrate the actual physical height by the use of a tethered helium inflated balloon.

Discussion on the term “lattice tower”. It was agreed to revise and include the term “free standing” so as not to allow for guide wires.

Exhibit D – The floor plan shown is only a suggested plan and would be modified upon the selection of a vendor.

Item 6 on the agenda was incorporated into the discussions surrounding the height of the tower.

Discussion on the draft for the “wireless facility lease agreement”.

Attorney Ochnser commented on the special permit application, that the town would be responsible for that submission after the contract for the tower is awarded.

5. Adjournment - Motion to adjourn by Bill Bucko 2nd Lt. Bunnell. Motion carried 1140 hours.

Respectfully Submitted

Leonard Bunnell

DRAFT