

DRAFT
TOWN OF MONTVILLE
PUBLIC SAFETY BUILDING COMMITTEE

Special Meeting
Thursday, March 10, 2011 at 6:00 p.m.
Montville Town Hall, Room 203

1. Call to Order.

Chair Jack Platt called the meeting to order at 6:01 p.m.

2. Roll Call.

The following were present: William Bucko, Lt. Leonard Bunnell, Chris Ida, Jon Leonard, Paul Lewis, John MacNeil and Jack Platt. Also present were architect David King of Kaestle Boos Associates, Inc. ("KBA"), Town Planner Marcia Vlaun, Attorney Matt Willis and Town Liaison Donna Jacobson (6:07 p.m.) Ray Coggleshall and Dave Jetmore were absent.

3. Pledge of Allegiance.

4. Remarks by the Public Relating to Agenda Items (three-minute limit).-----None

5. Approval of Minutes—February 24, 2011.

Motion: That the Committee approves the minutes for February 24, 2011, as written.

Proposed by: Paul Lewis

Seconded by: Lenny Bunnell

Vote: Carried unanimously

6. Correspondence.-----None

7. Town Planner's Report.

M. Vlaun reported to the Committee on the status of the building project giving praise to D. King and the staff of KBA. She then spoke about building construction reiterating that consideration should be given to the budget approved at Referendum and one that is affordable for the Town. She stated that soft costs and the project schedule are on target, but the overall budget is one-half million over and suggested that alternates are considered. J. Platt stated that the Committee would approve final design plans this evening. (*Handouts: #1) Soft Costs; #2) Construction Schedule; #3 Estimate Summary Design Development; #4 Design Development Detailed Estimate; #5 Site Detailed Estimate), and #6 Floor Plan*)

8. Old Business.

a. Report from Fire Marshal ray Occhialini on Regional Dispatch Committee.

M. Vlaun reported that she received an email from R. Occhialini that he would be attending a State Regional Dispatch meeting.

b. Discussion on matters referred to Town Attorney.

Attorney Matt Willis filled in for Attorney Ochsner--no report was given.

9. New Business.

d. Discussion of next project phase and timeline.

D. King referred to Handouts 3 -6 as referenced under Agenda Item 7 indicating that the estimate sheets are an estimate or opinion of expected bids. He reviewed the current budget

(\$5,651,000) with the July 2010 budget (\$5,074,000) stating that the initial estimate was based on two (2) drawings and although the floor plan changed, the size of the building did not. D. King discussed areas of the budget where costs increased and adjustments made to offset those costs. He added that code plans would be sent to the Fire Marshal for review. M. Vlaun reviewed the construction timeline and instructed the Committee to work with the architect to get the timeline and budget back on track. Discussion followed.

Motion: That the Committee agrees that the Design Development Phase for the public safety building project is complete, subject to alternates.

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried unanimously

a. Close of Design Development Phase.

Motion: That the Committee closes the Design Development Phase of the the public safety building project and requests KBA to find alternatives to lower the estimated price of the project.

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried unanimously

b. FF&E Contract.

M. Vlaun reported on the meeting with Elizabeth Berman, the interior designer for the public safety building project. She stated that E. Berman is responsible for ordering furniture, floor types, carpet et al. M. Vlaun said that the FF&E contract has been reviewed by Attorney Ochsner. D. King responded to a question by J. Leonard explaining that E. Berman would not furnish the specialized gear for the dispatch area. (*Handouts #7 AIA Document—FF&E contract; #7A Furniture Plan*)

Motion: That the Committee approves the FF&E contract in the amount of \$9,000.

Proposed by: Jon Leonard

Seconded by: Bill Bucko

Vote: Carried unanimously

c. Final review of Tower RFP.

M. Vlaun reported that Attorney Ochsner has asked that the responses for the Tower RFP come to her office. She also asked that experts in communications are present at the meeting with the vendors on April 20, 2011, at 2:00 p.m. J. Leonard and J. Platt agreed to be at the meeting. M. Vlaun added that the RFP would be posted in the *Hartford Courant*, *The Day*, *Dodge* and trade publications. B. Bucko's email review of the borings will be marked as informational. (*Handout #8 Telecommunications Tower RFP; #9 Municipalities & Awarding Authorities and the Contractor Prequalification Program*)

Motion: That the Committee approves the Tower RFP as presented.

Proposed by: Paul Lewis

Seconded by: Jon Leonard.

Vote: Carried unanimously

e. Draft letter to Town Council regarding Attorney.

J. Platt commented on a prior meeting he had with Mayor Jaskiewicz concerning this item. The Committee reviewed a draft letter to the Mayor in response to the Town Attorney's letter of January 28, 2011. The Committee agreed to amend the letter regarding the appointment of Attorney Ochsner as counsel for the Committee to say "thru completion of project." A copy of the letter will be sent to the Town Council indicating that the Committee agreed to retain Attorney Ochsner as its counsel at its February 24, 2011, meeting.

Motion: **That the Committee approves the letter to Mayor Jaskiewicz and Town Council, regarding the issue of Attorney Ron Ochsner, as amended.**

Proposed by: Chris Ida

Seconded by: Paul Lewis

Vote: Carried unanimously

10. Approval of bills. -----None

11. Remarks by the Public (three-minute limit). -----None

12. Remarks by Committee members.

J. Leonard, J. MacNeil, and P. Lewis requested electronic copies of project documents. M. Vlaun will keep master copies of all documents at her office. J. Leonard reported that he would not be at the next meeting as he would be attending a Town & Communication Seminar.

13. Remarks by Town Council Liaison.

D. Jacobson apprised the Committee of a letter received questioning staffing for the public safety building. She also thanked M. Vlaun for her updates.

In other business, M. Vlaun reminded L. Bunnell of the inventory of items that will be taken from the current police building. She also commented on the new boiler and asked what would be done with it.

14. Adjournment.

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

Proposed by: John MacNeil

Seconded by: Paul Lewis

Vote: Carried unanimously

The meeting adjourned at 7:51 p.m.

Respectfully submitted by,

Jack Platt, Chair
Gloria J. Gathers, Minutes Clerk