

DRAFT
TOWN OF MONTVILLE
PUBLIC SAFETY BUILDING COMMITTEE

Meeting
Thursday, April 28, 2011 at 6:00 p.m.
Montville Town Hall, Room 203

1. Call to Order.

Chair Jack Platt called the meeting to order at 6:00 p.m.

2. Roll Call.

The following were present: William Bucko, Chris Ida, Dave Jetmore, Jon Leonard (6:06 p.m.), Paul Lewis, John MacNeil and Jack Platt. Also present were architect David King of Kaestle Boos Associates, Inc. ("KBA"), Town Planner Marcia Vlaun, and Attorney Ron Ochsner. Committee members Leonard Bunnell and Ray Coggeshall were absent.

3. Pledge of Allegiance.

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

5. Approval of Minutes—March 31, 2011.

Motion: **That the Committee approves the minutes for March 31, 2011, as written.**

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried unanimously

6. Correspondence.-----None

7. Town Planner's Report.

M. Vlaun distributed the monthly report for the project that included milestone dates, accomplishments for the month, and issues outstanding (*Handout #1*).

8. Old Business.

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

No report.

b. Tower RFP.

Attorney Ochsner reported the following:

- Recapped the events that have taken place since February 2011.
- A Q & A session occurred on April 6, 2011. Fifteen vendors attended including Attorney Ochsner, M. Vlaun, R. Occhialini and L. Bunnell. The session was recorded and the questions and answers were posted to the State Department of Administrative Services website and the Town website.
- On April 13, 2011, responses were sent to vendors who had questions.
- Two bids came in on April 20, 2011, the deadline for the Communications RFP. The base bid on one bid was \$997,740 with a first alternate of \$749,000. In this proposal the wattage was downsized for fire/police department communications and did not include cell providers. The second proposal was formed in an option format with the

vendor retaining title of the tower and installing/managing an 180-foot lattice. This plan was more amenable to the needs of the project.

- The Committee received a draft copy of the communications agreement that they will review and discuss at a special meeting on May 5, 2011—it was previously discussed with the Tower Committee.
- At the Tower Committee meeting, an option B was discussed that could be done without reconfiguring the Public Safety Building (“PSB”) site and would include a pole high enough for the WPCA side of the building.
- J. Leonard reported that R. Occhialini had spoken with the existing vendor about the cost to construct/connect a 90-100 foot tower with a 10’ by 10’ base building.
- Discussion occurred as to modification of the second proposal and if it should be considered, the opinion of the Tower Committee regarding the same, the advantage as to ownership of the tower, the length of time for constructing the tower and the lease term with the Town of Montville.
- Discussion of possibly relocating the existing generator and the need to check the interpretation of the lease on the existing tower and ownership of same.
- The projected date for completion of the building is December 13, 2012.

c. Discussion on matters referred to Town Attorney.

Attorney Ochsner discussed his review of the bid documents with KBA and the cost estimates for the same (*Handouts #3-#8*). He stated that he reviewed the AIA forms and the general conditions on which he had comments as follows:

1. Per State regulations, performance and payments bonds are required.
2. Risk Insurance of the Town versus that of the general contractor. The matter was discussed with CIRMA, the Town insurance carrier, and Town Finance Director. Any additional cost for same will be added to next year’s policy at no additional cost. CIRMA had concerns regarding the waiver of subrogation that Attorney Ochsner has asked to be deleted.
3. The “no damages for delay provision” was discussed—the only remedy is a time extension and no additional damage.
4. The information services clause was discussed involving copies of prints to the contractor and was redone.
5. Two weeks ago, he received notice from the Department of Economic & Community Development (“DECD”) that its guidelines had changed for state-funded projects. As a result, there are some noted differences that have caused minor issues, but the Committee will be kept apprised.
6. Dispute resolution methods were discussed and Attorney Ochsner and D. King agreed that arbitration of issues has become more costly and instead recommended mediation to court.

Motion: **That the Committee will follow the advice of the architect and attorney for the public safety building project and use the mediation to court method for dispute resolution and not arbitration.**

Proposed by: Paul Lewis

Seconded by: Dave Jetmore

Vote: Carried unanimously

d. KBA – Bid Alternates – Cost Estimates.

D. King reviewed with the Committee the bid alternate cost estimates. The discussion at the last meeting was to lower the base bid for the project with proposed bid alternates.

Telecommunication and security costs were reviewed. D. King believes it is best to get the project out to bid, sooner rather than later. He also stated that the project documents have been produced in hard form and by disc and must be signed off on by the DECD. (*Handouts #9 & #11*)

Motion: That the Committee, subject to any changes by the DECD and Attorney Ochsner, approves the specifications presented by KBA and authorizes that bidding proceeds for the Public Safety Building project.

Proposed by: Dave Jetmore

Seconded by: Jon Leonard

Vote: Carried unanimously

The DECD qualification process recommends the lowest qualified bidder. The Committee will work on the evaluation form for assessment of the bids.

9. New Business.

D. King presented samples of exterior building finishes for the Committee to review. The building will be comprised of square, rectangular fieldstone up to the sill height and transform to brick, with clapboard window trim and standing and running trim on the eaves. In response to a question by C. Ida, D. King responded that a mockup of the building finish will be done in the field once a contractor is on board. The Committee discussed and chose exterior finishes for the public safety building.

Motion: That the Committee approves the exterior finishes for the Public Safety Building.

Proposed by: John MacNeil

Seconded by: Paul Lewis

Vote: Carried unanimously

10. Approval of bills.

M. Vlaun reported that KBA has been paid the contractual amount to date and that funds were used to purchase office supplies from Staples to restock her department for copies made for the building project from Referendum to present. (*Handout #10*)

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

M. Vlaun commented that she does not like the State sign and wants to add another sign to the project. The Committee discussed the matter and D. King agreed to do a mockup to present for review.

12. Remarks by Committee members.

D. Jetmore said he would miss the special meeting next week as he will be away on vacation.

13. Remarks by Town Council Liaison. None

14. Adjournment.

Motion: That the meeting is adjourned.

Proposed by: Paul Lewis

Seconded by: Jon Leonard

Vote: Carried unanimously

The meeting adjourned at 7:20 p.m.

Respectfully submitted by,

Jack Platt, Chair
Gloria J. Gathers, Minutes Clerk