

DRAFT
TOWN OF MONTVILLE
PUBLIC SAFETY BUILDING COMMITTEE

Meeting
Thursday, May 26, 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, Leonard Bunnell, Chris Ida, Dave Jetmore, Paul Lewis, John MacNeil and Jack Platt. Also present were architect David King of Kaestle Boos Associates, Inc. ("KBA"), Town Planner Marcia Vlaun, Attorney Ron Ochsner and Sgt. Michael Collins. Committee members Ray Coggeshall and Jon Leonard were absent.

3. Pledge of Allegiance.

All stood and saluted the flag.

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

None

5. Approval of Minutes—1. Regular Meeting of April 28, 2011.

2. Special Meeting of May 5, 2011.

Motion: That the Committee approves the regular meeting minutes of April 28, 2011 and the special meeting minutes of May 5, 2011, as written.

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried unanimously

6. Correspondence.

None

7. Town Planner's Report.

M. Vlaun reported on the progress of the public safety building project as follows:

- Thirty (30) printed copies of the bids documents have been picked up by potential vendors and more copies will be generated.
- The site Q & A with prospective bidders is June 8, 2011, at 2:00 p.m. and will begin at the project site.
- Bids are due and will be opened on June 20, 2011, at 2:00 p.m.
- The project month ending reported dated May 6, 2011, was handed out to the Committee showing project milestones completed thus far. (*Handout #1*)
- A project Administrative/DECD Checklist with responsible party and date for completion was given to the Committee and reviewed. (*Handout #2*) The list is a starting point and may need additions. The Committee was asked to review the checklist and contact M. Vlaun with any additions.
 - a. Not included on the list is how the communications tower dovetails into the project.

- b. Noted to L. Bunnell that any items of value from the current police facility will be stored at Fair Oaks.
- c. Relocation plan, moving company et al.
- d. Training sessions for janitorial staff, telephone use, etc.
- e. Policies and procedures for new building—L. Bunnell/M. Collins.
- Proposed agenda items for next Committee meeting:
 - a. Owner's Representative, Clerk of the Works, Construction Manager.
 - b. Change order limits for approval should an issue develop in the field. D. King proposed a subcommittee for the same.
 - c. Committee members who will attend job meetings.
- Shovel/ground breaking ceremony.

8. Old Business.

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

R. Occhialini was absent from the meeting. J. Platt reported that a PowerPoint discussion will be held with area towns that may be interested in regionalization. The meeting is being proposed for June. D. Jetmore asked that the date and time for meeting be emailed to the Committee.

b. Discussion on matters referred to Town Attorney.

1. Tower RFP.

Attorney Ochsner reported on topics discussed at the May 5, 2011, Special Meeting regarding the terms of the proposal submitted by U.S. Wireless for the proposed communication tower as follows:

- The vendor countered the Committee's revision of a 3-month initial investigative period with 1-month extension with a proposed 4-month investigative period with 2-month extension. Their rationale was that self-services require two (2) quarters to determine site and other factors.
- Committee concerns as to whether the vendor's counter proposal would impact the project—initial phase, site work and erection of the tower.
- The vendor's counter proposal was referred to the Tower sub-committee for review and consideration. Per discussion by the Committee, P. Lewis commented that the vendor's counter would give them ten (10) months to build the tower, in the summer of 2012. L. Bunnell added and D. King confirmed that the tower would not impact the utilities for the building project as conduits will be laid to the sidewalk. At the last meeting, the Committee agreed to set aside \$100,000 for the communication tower. M. Vlaun added that there is a permitting process for tower Plan A and Plan B that must be done through Planning & Zoning, a 2-month process, per Attorney Ochsner. She added that U. S. Wireless wants to own the tower. In response to J. MacNeil's question, M. Vlaun said that the special permitting can be done ahead of schedule as she already has the proposed plan for the regional tower. L. Bunnell commented that he foresees problems with the vendor's proposal for owning the tower saying that it is counter to what was pitched to the Town and that a 6-month delay was no guarantee that the tower would be built.
- The Committee continued discussion of the counter proposal by U. S. Wireless and proposed getting other bids and the potential for negotiating with other vendors.

Attorney Ochsner continued with discussion of the communications tower as follows:

- Request for Town to remove existing tower on Route 2A. Per Attorney Ochsner's review of the leases for the same, the first lease was initiated in July 1981 as stated by L. Bunnell. The three (3) leases related to the same hold standard DOT language and per his interpretation, the existing tower is State owned. Attorney Ochsner said that a letter was sent to the State and he received a call back that the Town of Montville may not need to remove the tower. He will keep the Committee apprised of this matter.
- Bonding is on track for the project and has been discussed with T. Fafard, Town Finance Director. Attorney Ochsner has spoken with Bond Counsel regarding the proposed one-year note that may evolve into a long-term one that is similar to what was discussed at Referendum for the building project. M. Vlaun proposed a meeting with the Town Finance Director regarding bonding for the project. J. Platt will negotiate the meeting and notify the Committee of the same.

2. Remaining DECD Requirements.

Attorney Ochsner reported that the DECD grant process is a tedious one as the project documents must be submitted to the State that then gives it to a variety of agencies. The same has been filed and he has since received a call from OPM questioning if the proposed site is an open space area. He responded that the Town had not designated the area as such and sent confirming information to OPM on the same. A Declaration of Restricted Covenant was filed stating that the project building must be used for ten (10) years as police department, estimated as five (5) acres. He added that bids were posted on May 19, 2011. In addition, a title insurance policy must be prepared with the State. Also, access must be allowed for the burial site and other accessible areas.

c. KBA—Status Report.

D. King gave a status report on the building project as follows:

- He has gotten several inquiries about the bid documents and how to obtain them and inquiries on other plans and specifications for the building project that may or may not be publicly addressed in an addendum.
- A company will be hired for testing associated with testing per the bid documents. He has conferred with M. Vlaun and letters were sent out to potential testing labs. Special inspections on parts of the building are required by the State. A Statement of Special Inspections will be prepared and sent out by KBA engineers. The Committee has the option of sending a letter to testing engineers, outside testing labs, or hiring KBA engineers regarding the same.
- He clarified that a contractor does not pay money unless a test fails and the costs, if any will be monitored by KBA.
- P. Lewis discussed a waiver for engineers and J. MacNeil stated that there is a difference between testing and inspections which D. King explained.

D. King gave a brief presentation on the interior finishes for the building project showing samples and materials for each area. (*Handout #3*) J. Platt congratulated him on his work.

9. New Business.

Motion: **That the Committee rejects the proposal and counterproposal of U.S. Wireless and agrees to Plan B, a communications tower owned and built by the Town of Montville.**

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

L. Bunnell commented on his concerns stating that he wanted to see income generated to offset some of the operational costs for the tower. He added that U.S. Wireless should know its market and that he is skeptical about the Town not owning the tower. M. Vlaun added that with regional agreements money will come from other towns. J. MacNeil commented that regionalization would also be in jeopardy according to R. Occhialini. P. Lewis said that the matter has also been put out to bid twice. Attorney Ochsner agreed to notify the vendor about the Committee's decision.

10. Approval of bills.

None

11. Remarks by the Public (three-minute limit).

None

12. Remarks by Committee members.

L. Bunnell asked Committee members to attend the next Town Council meeting regarding cuts to the general government, particularly proposed cuts to staff of the P & Z department. In response to D. Jetmore's question regarding the June 8 site visit, D. King welcomed the Committee to be present. He also responded to B. Bucko's question regarding the locale of the bidders for the project. The Committee also thanked Attorney Ochsner for all of his work.

13. Remarks by Town Council Liaison.

None

14. Adjournment.

Motion: That the meeting is adjourned.

Proposed by: Paul Lewis

Seconded by: Len Bunnell

Vote: Carried unanimously

The meeting adjourned at 7:19 p.m.

Respectfully submitted by,

Jack Platt, Chair

Gloria J. Gathers, Minutes Clerk