

DRAFT
TOWN OF MONTVILLE
PUBLIC SAFETY BUILDING COMMITTEE

Meeting
Thursday, June 23, 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, 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 Ron Ochsner, Town Council Liaison Donna Jacobson (6:03 p.m.) and Sgt. Michael Collins. Committee member Ray Coggeshall was 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 May 26, 2011.

B. Bucko noted a correction to the minutes regarding the bid opening and due date from June 20, 2011 to June 16, 2011.

Motion: **That the Committee approves the regular meeting minutes of May 26, 2011, as amended.**

Proposed by: Len Bunnell

Seconded by: Jon Leonard

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:

a. Bonding.

M. Vlaun reported that she met the with Finance Director and learned that bonding costs will be \$10,000 - \$20,000 less than what was anticipated and the project will have funding as needed with the closing on the DECD grant.

b. Budget.

M. Vlaun reviewed the updated project budget with the Committee by item indicating those items that have increased (computers), others that have decreased (legal fees), fixed items, an item that may potentially be eradicated (traffic light), a “conservatively healthy contingency” and alternates. (*Handout #1*) Discussion about the disparity in the bids for the lockers and consideration of the low bid were deferred to Item 9a.

8. Old Business.

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

R. Occhialini was absent from the meeting. J. Leonard reported that R. Occhialini had met with New London and Ledyard officials regarding the proposed regional communication tower. A meeting with East Lyme was rescheduled for June 24 at 10:00 a.m. Information is being sought from IT and the PD regarding the tower.

b. Discussion on matters referred to Town Attorney.

1. Remaining DECD Requirements.

Attorney Ochsner reported that he was working on prepping the DECD documents and closing for the grant. The Declaration of Restrictive Covenant was approved and signed by the Town Counsel and submitted to DECD with the last of the documents last week and some of these were reviewed with them. Attorney Ochsner also commented on the three (3) low bids for the building project and the actual documents that will or have been submitted for approval to DECD—bid tabs, budget, copies of bid bonds and ads, project engineer recommendation and lowest bid. Notification should be heard from DECD in a few weeks.

c. Change Order Subcommittee.

M. Vlaun spoke about the formation of a subcommittee to prevent hold ups to the project that might occur in the field that would require an immediate response. She suggested that one Committee member or a subcommittee is formed to serve as a ready, decision-making entity. M. Vlaun further commented that change orders would fall under the realm of the contingency budget and she proposed a \$10,000 maximum limit as a reasonable dollar amount for approval by the subcommittee. Issues exceeding \$10,000 would require full Committee approval. The Committee discussed the proposal for a subcommittee including volunteers for the same and a point person. The Committee agreed to continue to discuss the matter under New Business.

d. Special Inspections/Lab Testing.

M/ Vlaun reported on proposals from three (3) lab testing companies that were reviewed by the KBA structural engineer and the Town Engineer. The recommended proposal was for Independent Material Testing Laboratories (“IMTL”) in Plainville. The tests would include soil compaction, concrete strength, mortar/masonry, pavements when laid and top soil. D, King stated that any test that fails would be back charged to the contractor. M. Vlaun also commented that special inspections and lab testing companies are relied on as experts. She then discussed the three (3) proposals for special inspections services. KBA was recommended with the lowest qualified submission. The special inspections proposal would need to be authorized by the Committee chair and the Town Building official.

9. New Business.

Motion: That the Committee accepts the recommendation for lab testing to IMTL and special inspection services to KBA.

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried 7-0, Chris Ida abstained

Discussion continued regarding the appointment of a three-person change order subcommittee and B. Bucko was proposed as the point person for the same.

Motion: That the Committee appoints a Change Order Subcommittee to include John MacNeil, Paul Lewis, Bill Bucko as the point person and Chris Ida as an alternate.

Proposed by: Dave Jetmore

Seconded by: John MacNeil

Vote: Carried unanimously

The Committee also discussed a change order dollar limit for approvable by the subcommittee. M. Vlaun proposed that Attorney Ochsner drafts the correct language and brings it back to the Committee for approval. She added that any change orders would become a part of the monthly report with a written report from B. Bucko.

a. Construction Bid Recommendation.

M. Vlaun handed out a summary sheet of the construction bid proposals submitted for the public safety building project. (*Handout #2*) After the bid closing, the bids were reviewed on June 16 by D. Jetmore, B. Bucko, Attorney Ochsner and M. Vlaun. All of the bids were from prequalified bidders who complied with the bid guidelines. M. Vlaun and Attorney Ochsner commented that inquiries have been made regarding the lowest bidder to towns and other persons of interest concerning the soundness and business acuity of the lowest qualified bidder. The recommendation from the Committee will be sent to the Town Council for review and consideration at it July 11 meeting.

Motion: That the Committee endorses the lowest qualified construction bid proposal of \$5,135,000 submitted by A. Secondino & Son, Inc. and forwards it to the Town Council for review and consideration.

Proposed by: John MacNeil

Seconded by: Len Bunnell

Vote: Carried unanimously

Motion: That the Committee approves alternates to the base bid, by A. Secondino & Son, Inc.--Alternate #2 (Personnel Duty Lockers), Alternate #3 Sidewalk Route 32, Alternate #6 Site Sign Wall, and Alternate #9 Acoustical Panels as recommended

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried unanimously

b. Owner's Rep.

M. Vlaun stated that she did not believe that the size and cost of the building project warranted a general contractor on site 8-hours a day per week. She said that several Town officials will be monitoring the site—zoning, building, wetlands, engineering, fire marshal—and that once the contractor submits the schedule of values we will know the intensive times on site when oversight would be needed. M. Vlaun added that she wants to see KBA do these tasks. D. King agreed that a representative full-time on site is not necessary stating that there at times when there is not enough activity on site to warrant the expense. KBA will prepare a formal proposal for the same. J. MacNeil and M. Vlaun concurred that experts needed to be in place for IT, communications and dispatch. The Committee agreed to table this topic until they receive the proposal from KBA. KBA will also prepare a draft of the contract between the contractor and the Town. Attorney Ochsner said DECD would require copies of these documents but would not sign off on them.

c. Groundbreaking Ceremony.

M. Vlaun distributed a draft notice for a groundbreaking ceremony for the project. She said that Mayor Jaskiewicz wants to hold a social event after the ceremony.

Motion: That the Committee proposes a groundbreaking ceremony on Thursday, July 21, 2011, at 9 a.m. at 911, Route 32, the site for the Public Safety Building

Proposed by: Jack Platt

Seconded by: John MacNeil

Vote: Carried unanimously

10. Approval of bills.

M. Vlaun reported on bills paid.

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

None

12. Remarks by Committee members.

J. Platt thanked everyone for getting the project this far.

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 7:44 p.m.

Respectfully submitted by,

Jack Platt, Chair

Gloria J. Gathers, Minutes Clerk