

DRAFT
TOWN OF MONTVILLE
PUBLIC SAFETY BUILDING COMMITTEE

Special Meeting
Thursday, September 8, 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, Ray Coggeshall (6:32 p.m.), Dave Jetmore, Paul Lewis, and Jack Platt. Also present were Freddie Khericha of Kaestle Boos Associates, Inc. ("KBA"), Attorney Ron Ochsner, Resident State Trooper Troy Gelinis and Town Council Liaison Donna Jacobson. Committee members Jon Leonard, Chris Ida and John MacNeil 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 July 28, 2011.

Motion: **That the Committee approves the regular meeting minutes of July 28, 2011, as written.**

Proposed by: Paul Lewis

Seconded by: Dave Jetmore

Vote: Carried unanimously

6. Correspondence.

None

7. Town Planner's Report.

M. Vlaun gave an update on the building project as follows:

a. Bonding.

- Bonding for the building project was approved August 24, 2011.

b. Budget.

- Budget is being fine-tuned.
- Connection fee for WPCA--\$420 water; \$9062 sewer. D. Jacobson was asked to discuss the fee with the Town Council since all other fees for the project have been waived.

c. Project update.

- Storm damage from Tropical Storm Irene has been cleared at the building site.
- Bi-weekly project meetings have begun and reports have been transmitted to her for filing.
- FFE department elimination by KBA—L. Bunnell and M. Vlaun met with the new representative of Spec's Design Group of Massachusetts to make sure that with the transition the plans identified thus far runs smoothly. P. Lewis commented on the

transition and the lack of advance notice from KBA. F. Khericha apologized on behalf of KBA and explained the oversight.

- Work on the communication tower is progressing.
- Two bills--\$3,066 and \$3,713—were paid.
- Handouts: updated *Project Team List (#1)*; *Schedule of Values (#2)* revised September 2, 2011; *Two Week Look Ahead 9/8/11 through 9/22/11 (#3)*; *Architect's Report to Building Committee – Meeting Date 8/25/11 (#4)*

8. Old Business.

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

R. Occhialini was absent from the meeting.

b. Discussion on matters referred to Town Attorney.

Attorney Ochsner reported the following:

- Received a letter of response from the State Dept. of Transportation (“DOT”) concerning the existing communication tower and it was determined that the tower does belong to the State so it will not have to be removed once the existing public safety building is vacated.
- Received letter from DOT regarding roadway drainage at the building site. Worked with Boundaries (who work for KBA) for an easement for drainage and maintenance. That easement has been recorded and returned to the DOT.
- Solicitation of funds for the project discussed previously by Committee. Reviewed Town Code of Ethics that applies to Town employees and officials acting in that capacity. Although Committee members may not be Town employees they represent the Town. The code does not prohibit solicitation but Attorney Ochsner discourages it as the “perception of a conflict could be contentious.” A PAC could undertake solicitation. A letter will be sent to building chair J. Platt clarifying the same.
- Monetary gifts received for the project discussed previously. The Town Council would look to the Committee for acceptance of it. M. Vlaun asked for clarification regarding the Town Council Charge—grants to be applied to bonding and gifts to the project. Attorney Ochsner confirmed the same and stated gifts should go into a separate project gifts fund. P. Lewis that monies disbursed from the gifts fund would require a separate change order. L. Bunnell commented that the PAC was dissolved and inquired how someone would make a donation to the project. M. Vlaun suggested speaking with Finance Director Terry Fafard and having her set up a designated fund code and requesting the Town Council to establish a gift fund. D. Jacobson suggested establishing a separate fiduciary fund for gifts. J. Platt will speak with T. Fafard on this topic.

c. Change Order Subcommittee.

Bill Bucko reported on the following:

- Submitted a monthly report for the subcommittee referencing his review of contract document AIA Document A201-2007 titled General Conditions for the Contract for Construction, summarized in the report. *Handout #5.*
- Identified the subsections of the AIA Document where the term “change order” appears, 7.0 – 7.2.6.
- Requested that the Committee review the report for further discussion.
- A monthly report will be sent to the Committee once the project begins.

- Attorney Ochsner stated he previously put together a procedural guide for change orders that lays out the parameters for them. He will redistribute it by email to the Committee.

9. New Business.

a. KBA.

F. Khericha reported on the following:

- The site has been cleared and the foundations approved and laid out. The contractor has sent the fill material requirements.
- Responding to J. Leonard's email, the topsoil has to be screened before it is hauled and stockpiled to a designated area.
- The Schedule of Values will be used as the basis for billing for the project. The contractor will submit a bill for the work done in August.
- The site trailer has been moved but not set up as the area is too wet.
- Requested a two-week look ahead from the contractor of the construction schedule. Presently, the contractor expects to complete project two (2) months ahead of schedule.
- There are currently no change orders.
- Three (3) trees are falling and need to be cut down so as not to disturb the wall.
- P. Lewis requested that the construction schedule be sent electronically to the Committee. M. Vlaun said it would be reconfigured for transmission and forwarded.
- M Vlaun met with J. Sperry regarding the leak off of Route 32 that goes off into a ravine near an existing trail off to the side. Heavy equipment will not be used in that area to prevent possible damage to the slope. At the end of project, the area will be cleaned out with hand tools.
- In answer to P. Lewis' question regarding the blinking light on Route 32, a letter has been sent to the DOT, but there has been no response yet.

10. Approval of bills.

No Report

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

None

12. Remarks by Committee members.

- B. Bucko commented that he has been taking photos of the site on weekends.
- L. Bunnell introduced Troy Gelinas, the new resident state trooper, who has had 17 years of experience as a trooper and was formerly stationed in Old Lyme. He added that a public presentation of appreciation for former resident trooper Mike Collins will be held at 7:00 p.m. in the Town Council Chambers on September 26, 2011. Retiring DARE officer Dave Rowley will also be honored as DARE Dennis Monahan who passed away in 2007. P. Lewis suggested that a letter of thanks and appreciated be prepared for M. Collins' commitment to the Committee. B. Bucko and J. Platt will draft it.

13. Remarks by Town Council Liaison.

D. Jacobson asked about the Committee's timeline for establishing the discretionary gift fund and for resolution of the WPCA connection fees. The fund should be established as soon as possible and connection fees resolved prior to water/sewer accessibility to the site.

14. Adjournment.

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

Proposed by: Len Bunnell

Seconded by: Paul Lewis

Vote: Carried unanimously

The meeting adjourned at 7:01 p.m.

Respectfully submitted by,

Jack Platt, Chair

Gloria J. Gathers, Minutes Clerk