

**DRAFT**  
**TOWN OF MONTVILLE**  
**PUBLIC SAFETY BUILDING COMMITTEE**

**Meeting**  
**Thursday, September 22, 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"), construction administrator Freddie Khericha of KBA, Attorney Ron Ochsner and Resident State Trooper Troy Gelinias. Committee member Ray Coggeshall was absent.

**3. Pledge of Allegiance.**

All stood and pledged the flag.

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

None

**5. Approval of Minutes—1. Special Meeting of September 8, 2011.**

**Motion:** That the Committee approves the Special Meeting minutes of September 8, 2011, as written.

**Proposed by:** Paul Lewis

**Seconded by:** Len Bunnell

**Vote:** Carried unanimously

**6. Correspondence.**

L. Bunnell referenced an email between Terry Hart, Town Finance Director and Susan Kreutzer regarding donations received for the building project. It said that any donations received would reduce the amount of bonds the Town would have to issue to finance the project. Donations received are completion of the project can be appropriated by the Town and used for the building project, by agreement of the Town Council. Non-monetary donations will not impact the appropriation or bonding. (*Handout #1*)

**7. Town Planner's Report.**

**a. Budget**

No report as M. Vlaun was absent from the meeting.

**b. Project update.**

F. Khericha summarized his report (*Handout #2*) to the Committee as follows:

- The project has started and the contractor has submitted the construction schedule and the Schedule of Values that has been revised but will not affect the timeline for project completion.
- The footprints for the building have been placed.
- L. Bunnell and M. Vlaun have looked at the stakes for the sign and approved its placement for visibility from each direction.
- Contractor will submit drawings for the wall to protect the slopes.

- Building Inspector's requests for clarification of ASI sketches has been answered.
- There is one change order for tree removal.
- At today's construction meeting, learned that site contractor removed more topsoil from site than required and stockpiled it, without approval. A report regarding the matter will be submitted by the site contractor and sent to the general contractor. F. Khericha will also document the incident. Site contractor has proposed a resolution although no claim has been made yet. F. Khericha will review the payment application by the site contractor for the same.

**c. PR No. 001-02 – Tree Removal.**

F. Khericha commented on the change order for tree removal at the building site. (*Handout #3*) L. Bunnell explained that there are five (5) trees, not three (3) that need to be excavated. F. Khericha added that he spoke with M. Vlaun about the trees and suggested that since the trees were damaged by Hurricane Irene, that the Town should submit a claim to FEMA.

**Motion:** That the Committee tables Agenda Item 7c., PR No. –1-02 – Tree Removal.

**Proposed by:** John MacNeil

**Seconded by:** Len Bunnell

**Vote:** Carried unanimously

**d. Connection Fees – Benefit Assessment.**

Attorney Ochsner stated that he has read the WPCA guidelines water and connections fees between a contractor and the Town and indicated that the responsibility will continue to work. D. Jacobson is to check with the Town Council about waiver of the fees.

**8. Old Business.**

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

No report as R. Occhialini was absent from the meeting.

**b. Discussion on matters referred to Town Attorney.**

Attorney Ochsner reported to the Committee on the following:

- He is working with Town Engineer Tom Fenton regarding the communications tower and an application will be presented to Planning & Zoning in October. There are questions in the application that need to be addressed. The site for the tower has been repositioned to south and east to the public safety building so the coaxial connectors will be shorter and save costs.
- A handout that was given to the Committee regarding the rules and procedures for the Change Order Subcommittee and should be adopted by resolution. The handout has an attached contact information list. (*Handout #4*) The handout summarizes the function of the Subcommittee concerning change orders of a critical nature given to them by the general contractor, if not acted on fairly quickly could affect completion of the project. Any change order that would change the monetary limit assigned to the Subcommittee would need to be approved by the full Committee at a special meeting.
- B. Bucko commented that he is working on a way to plan and document the project change orders, and retain the data. He asked to speak briefly with Attorney Ochsner after the meeting to discuss the same. The information will be emailed to the Committee.

**c. Vote on Change Order Procedures.**

This agenda topic was put on hold.

**9. New Business.**

**a. KBA Report.**

D. King discussed the closure of the Interior Design department of his firm and regretted not notifying the Committee beforehand. He spoke about the Massachusetts design firm that has been hired to complete the FFE portion of the project. D. King reported that he sent a mock-up to a contractor to obtain pricing for a cornerstone for the building.

**10. Approval of bills.**

**Motion:** That the Committee approves for payment AIA Document G702 in the amount of \$113,704.70, to contractor A. Secondino & Son, Inc. certified by KBA on September 28, 2011. (*Handout #5*)

**Proposed by:** John MacNeil

**Seconded by:** Paul Lewis

**Vote:** Carried unanimously

L. Bunnell asked for Attorney Ochsner's opinion on the email between the Town Finance Director and S. Kreutzer regarding donations. (*Handout #1*) Attorney Ochsner said that he would need to speak with the parties for clarification before responding. C. Ida asked if the issue is one for which the Committee should be concerned. L. Bunnell used the six (6) alternates to the project as an example of what someone might want to make a donation. P. Lewis said that the project cannot exceed the dollar amount identified at Referendum. L. Bunnell asked where and how the donations would be placed. J. Platt commented that D. Jacobson was to have that question answered. The topic was put hold.

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

None

**12. Remarks by Committee members.**

C. Ida asked about the issue of soliciting gifts for the project. Attorney Ochsner answered that he discussed the topic at the last Committee meeting and responded to it in his September 8, 2011, letter to J. Platt. The letter was received by the Committee this evening, (*Handout #6*). Attorney Ochsner urged the Committee to forego solicitation as it would result in issues that the Committee should avoid. A revised Project Team List with local officials was distributed to the Committee. (*Handout #7*)

**13. Remarks by Town Council Liaison.**

No Report

**14. Adjournment.**

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

**Proposed by:** Paul Lewis

**Seconded by:** Jon Leonard

**Vote:** Carried unanimously

The meeting adjourned at 6:42 p.m.

Respectfully submitted by,

Jack Platt, Chair

Gloria J. Gathers, Minutes Clerk