

DRAFT
TOWN OF MONTVILLE
PUBLIC SAFETY BUILDING COMMITTEE

Meeting
Thursday, October 27, 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, Paul Lewis, John MacNeil and Jack Platt. Also present were Construction Administrator Freddie Khericha of KBA, Attorney Ron Ochsner, Town Planner Marcia Vlaun and Town Council Liaison Donna Jacobson. Committee members Leonard Bunnell, Ray Coggeshall, Dave Jetmore and Jon Leonard were 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—Meeting of September 22, 2011.

Motion: That the Committee approves the meeting minutes of September 22, 2011, as written.

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried unanimously

6. Correspondence.

None

7. Town Planner's Report.

a. Budget

M. Vlaun reported on the public safety building budget as follows:

- The Town's choice was to go with bond anticipation notes that cover the cost of temporary funds for the project, with a bond counsel fee of \$40,000. The project does not have the funds to bond twice for it; therefore the Town should be notified to include that cost in its fiscal budget.
- A budget update, *Handout #1*, was given to the Committee that included the contract amount versus the billed amount; a budget code sheet, and a breakdown of soft costs and general contractor ("GC") costs. Per a fire code review, there will be a credit to the project.
- The Fire Marshal did not get the grant he applied for the regional communication center.

b. Project update.

M Vlaun reported on updates to the project as follows:

- She received notice from the DOT that she had "won the battle of the traffic signal" but a site line map easement will need to be filed as there will be some small triangles

at the property curb line. The map is presently being developed and will necessitate speaking with the adjoining property owners to seek their approval.

- On October 20, she met with B. Bucko, L. Bunnell, and F. Khericha in the field where the GC put up a mock up of a retaining wall that matches the existing wall. *Handout #2,*
- Committee members were assured that they could visit the Planning & Zoning office at any time to view the progress of the project.
- She spoke about Addendum #6 to the contract regarding the technical system specifications. M. Vlaun said that before Thanksgiving the framing will be completed and the technical system install needs to dovetail. Presently, the technical systems are being installed by the Town IT personnel and by the GC's system personnel that is problematic. The Committee was told that if the technical systems need to be moved later in the project it will incur costs. So, the Committee was asked to direct F. Khericha to have all parties submit their information within the next two weeks to make sure that everything meshes and does not exceed the budgeted amount. Follow-up coordinating meetings would be scheduled afterward. M. Vlaun charged the Committee with taking the building back as its own.
- F. Khericha stated that coordination is the key for installation of the technical systems that will be monitored by the GC.
- She discussed with F. Khericha today at the site meeting that two-thirds of the FFE budget has been expended and a field trip as scheduled to review the brands and costs of necessary purchases.

Motion: That the Committee drafts a letter to the technical systems experts for the public safety building to have them forward their plans to Construction Manager, F. Khericha within the next two weeks.

Proposed by: John MacNeil

Seconded by: Bill Bucko

Vote: Carried unanimously

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 appeared before Planning & Zoning earlier this week with the special application for the transmission tower that was supported by Committee members. The application was approved.
- At the last meeting, he was asked about the topic of gifts to the project which was not addressed in the prior referendum. He stated that a general monetary gift specifically for the building project would impact and reduce the bond commitment. If a gift is specifically designated for something that is other than a specific project alternate, that gift would be treated as a separate gift. The aim is to avoid going back for another referendum. Further, any gifts would have to be approved by the Town Council.
- He has received the bill for water/sewer fees for the project and is in the process of addressing them.

c. Vote on Change Order Procedures.

Attorney Ochsner at the last meeting distributed proposed change orders and the procedures for them. B. Bucko read through the information and distributed to the Committee a sample agenda for an emergency change order special meeting, *Handout #3*.

Motion: **That the Committee adopts the procedure for the Change Order Sub-Committee as presented by Attorney Ochsner.**

Proposed by: John MacNeil
Seconded by: Chris Ida
Vote: Carried unanimously

9. New Business.

a. KBA Report.

F. Khericha reported on the following:

- A. Secondino & Son, the GC, is fast sending shop drawings.
- The excess top soil of the owner has been moved and stored and debris removed from the site.
- Excavation for the building foundation has begun and the concrete foundation forms will be poured by next week.
- He is waiting to hear from the GC as to when the building will be closed up.
- Mock-up panels are being worked on.
- Segmented wall will start on Monday, October 31.
- Catch basins and sub-grading is near completed.
- One change order credit per the Fire Marshal was noted and will put forth for approval by the Committee at its next meeting.
- There is temporary power at the building site.
- The Town Building Inspector wants to be there on site.
- B. Bucko stated that he has a comfortable feeling with everything that has been done thus far.

b. Approval of 2012 Committee Meeting Calendar.

M. Vlaun commented that the next Committee meeting would fall on Thanksgiving and suggested that the meeting be reset for November 17. A special meeting agenda will be posted with the Town Clerk and emailed to Committee members.

Motion: **That the Committee approves the 2012 Meeting Calendar with meetings to be held on the fourth Thursday of each month, except for November, when it will be held on the third Thursday, instead of Thanksgiving day and filed with the Town Clerk. *Handout #4*.**

Proposed by: Paul Lewis
Seconded by: Chris Ida
Vote: Carried unanimously

10. Approval of bills.

a. A. Secondino & Son -- \$117,907.35 (to be paid).

Motion: **That the Committee approves payment No. 2 to A. Secondino & Son of \$117,907.35.**

Proposed by: Chris Ida
Seconded by: John MacNeil
Vote: Carried unanimously

J. Platt talked about saving project dollars by limiting the time spent by the attorney at meetings. He suggested that Attorney Ochsner attends meetings only when there are matters

to address. Otherwise, he will be made aware of progress via the email blasts to the Committee sent by M. Vlaun.

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

None

12. Remarks by Committee members.

None

13. Remarks by Town Council Liaison.

D. Jacobson thanked everyone for allowing her to be a part of the meetings and hoped that everything will transition well. She was thanked by the Committee for her help.

14. Adjournment.

Motion: That the meeting is adjourned.

Proposed by: Paul Lewis

Seconded by: Jon MacNeil

Vote: Carried unanimously

The meeting adjourned at 6:55 p.m.

Respectfully submitted by,

Jack Platt, Chair

Gloria J. Gathers, Minutes Clerk