

Center for Emergency services
North Stonington
40 Main Street
North Stonington, Connecticut 06359
860-535-2877
Fire.EMS.comm@nsvfc.org

Meeting Minutes of April 17, 2017

ATTENDANCE:

*Committee: Chairman Ryan Burdick, Charles Steinhart V, Bob Shabunia, Paul Kowack
Other: First Selectman Shawn Murphy, Project Manager Michael Faenza,
Committee Secretary Kati Murphy*

CALL TO ORDER @ 6:04 PM by Chairman Burdick

INVOICES:

Kati Murphy
Inv. #129 - \$20.63

MOTION to approve both invoices made by Paul Kowack, second by Charles Steinhart V.
All in favor, motion passed.

MINUTES:

MOTION to approve amended minutes of April 3, 2017 made by Bob Shabunia, Second by Paul Kowack.
All in favor, motion passed

MOTION to approve minutes of April 10, 2017 made by Charles Steinhart, second by Paul Kowack.
All in favor, motion passed.

CORRESPONDENCE:

Committee acknowledged receipt of Notice of Contract Award sent by First Selectman
Committee received copy of email from NSVFC President Gary Baron.

OLD BUSINESS:

Michael explained to Committee that the Contract Award Notification had been sent out of sequence per the process required under USDA. The process now in motion is as follows:
Silver Petrucelli is drafting a letter to USDA recommending Enterprise Builders.
Once USDA Has approved they will then notify the Town that they are free to send Notice to Proceed to the contractor.
DECD will also require a similar approval process before contract can be awarded. This is being worked on simultaneous to the USDA approval. DECD will require a couple of weeks for the approval. Eric Callahan is working with the Board of Selectmen in drafting the letter to DECD.

Paul Kowack asked if May 1 could be anticipated for the start date. Michael responded that it all depends upon when approval is received from USDA and DECD. Once that happens Notice to Award is sent to the contractor, contract documents are prepared and signed by the Town and the contractor.

Contract then goes to USDA for signature and we can finally start once signed contract is received back from them. Michael is hopeful something will be moving by the end of May.

It is Michael's intent, providing all are in agreement, that once the NTP is in place, that the contractor start providing submittals before they begin on site, so that there is approved paper work prior to starting and avoiding delays. As the project progresses submittals will be received in sequence of work being performed. One of the first submittals received will be the project schedule.

Once work begins USDA will be holding monthly pay estimate meetings. Bob would like to see a budget so Committee can see how funds will be expended over the project. Michael stated that this can be done to some degree but there could possibly be areas where it can't be pinpointed to the dollar. Shawn stated that the full amount for the project is being borrowed via short term loan. Bob requested an updated budget, which Michael will provide. Shawn stated that updates to the budget will include new borrowing figures and CREC's budget as well.

Ryan brought up the subject of Gary Barron's email relative to moving Fire Company owned and/or purchased equipment and furnishings. Paul Kowack stated that it was his opinion that this is not a topic that the Building Committee should be involved with. Shawn stated that the only thing that effected the project now is the stove. Bob went on to state that the station air compressor for the trucks and the SCBA compressor, along with the siren, were also to be moved. Michael thought the only item included in the contract effected is the stove. It had not been the Committee's intent to take tables and chairs.

Charlie and Michael discussed coordination of moving equipment, when the time comes. Michael stated that once Fire Company is ready to move let him know and he will coordinate with the contractor to expedite.

Committee will be moving to monthly meetings. It was suggested that meetings be held the day before the monthly pay meetings so that Committee has the opportunity to review and approve paperwork.

Michael will be maintaining photo archive of the project. There is currently a camera on the current fire house filming as well.

Bob stated that it must be clear that once the contract is signed the site becomes the property of the contractor. He would like the committee to be allowed monthly access to the site, maybe at the same time as the monthly meetings are held.

Ryan also wanted to make it clear that all communication with the contractor goes through CREC.

PUBLIC COMMENT:

None

ADJOURN:

MOTION to adjourn

Made by Paul Kowack, second by Charles Steinhart

All in favor, motion passed

Meeting adjourned at 6:29 PM