

Workshop Minutes

Location: Meeting Room – North Stonington Volunteer Fire Company., Inc.

Date: 8/7/2013

Time: 6:00

Call to order: Time - 6:03 By - M. Perkins Jr

Attendance: M. Perkins Jr, Chair. G. Cassata, V. Chair, S. Burdick R. Secretary, P. Kowack, B. Mastroianno, R Shabunia, C. Steinhart V, M: Tate, B. Elias.

Guests: Nicholas H. Mullane II

Minutes: No previous Minutes.

Approval and payment of Invoices: No Invoices.

Correspondence: No Correspondence.

Public Comment: No Public Comments

Old Business:

1. P. Springsteel explained the design build concept status with the USDA; he still needs to get in contact because this is an unusual route of construction for the USDA.

New Business:

1. M. Perkins inquired into the committee hiring a part time secretary. N. Mullane stated that he did not foresee a problem with this so **M. Perkins will speak with the town hall and get a scope of work and job description before next week's meeting.**
2. Meeting needs to be held next week (8/12) to confirm who the committee's officers and members are going to be.
3. **M. Perkins will need to set meeting dates for the rest of the year.**
4. Questions about where the committee will be storing the paperwork for the project because the fire station will not be open during normal business hours may have to keep double copies also discussion on keeping e files.
5. Committee will have a town account set up for writing checks.
6. P. Springsteel will supply a price and employee agreement for the committee to review to keep him on as a consultant.
7. **M. Perkins will ask Norman St. Jean from the USDA field office to come and meet with the committee in an upcoming meeting**

Town of North Stonington
FIRE/EMS Building Committee

8. G. Cassata asked if the committee will need to contact Azzinaro architects to make changes to original concept. P. Springsteel believes that we will have too or we can write a paper description of the change order.
9. There was a discussion that P. Springsteel will write the specification for the project
10. B. Elias discussed creating a punch list of items for the new fire station.

Call to close: Time – 7:06 By - M. Perkins Jr