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### Meeting Minutes of July 27, 2015

#### ATTENDANCE:

*Committee:* Chairman Mark Perkins, Vice-Chair Joe Cassata, Bob Shabunia, Charles Steinhart V., Paul Kowack, Jon Bosma, Greg Howell

*Others:* Peter Springsteel, Project Manager; Kati Murphy, Committee Secretary

#### CALL TO ORDER

Meeting was called to order at 7:00 PM by Chairman Perkins

#### INVOICES:

Suisman Shapriro invoice #170254 - \$1680. Phase II contract review  
MOTION to pay invoice made by Paul Kowack, second by Bob Shabunia.  
Majority in favor, with one vote in the negative. Motion passed.

#### MINUTES:

MOTION to approve minutes of July 20, 2015, with the Workshop Notes of July 20 included within the same document made by Bob Shabunia, second by Joe Cassata. All in favor, motion passed

#### CORRESPONDENCE:

Committee acknowledge receipt of the following via e-mail:

Change Order #5

IMTL proposal for materials testing

Addendum #3

*RFI's from:*

LaRosa, Total Interiors/Overhead Doors, W.J. Mountford, Garsan

July 20 Workshop Notes

#### DISCUSSION:

Peter was asked what Silver Petrucelli's deadline was for responding to the RFI's. July 31 at 5:00 is the deadline. Committee had some concern that this did not give the contractors a great deal of time. Peter said that he would speak with David Stein and encourage him to issue addendum and responses sooner than that.

#### PUBLIC COMMENT:

No

**OLD BUSINESS:**

Bob asked if Committee could get a set of repackaged plans/specs from Silver Petrucelli that would include all of the corrections. Peter stated that we need to keep what we have and add in the corrected sheets. We need to have both the original and corrected, as do the Building Inspector and the Fire Marshall. Peter's recommendation was to wait on this until the next addendum is issued – there could be additional sheets that come about from that.

Joe Cassata asked about the status of the contract with Stadia for Phase II. It is still with the Selectmen and they have not had a quorum to be able to take any action on this.

Peter informed the Committee that Mr. Versteeg never received David Stein's comments on Mr. Versteeg's code review. Peter forwarded them Mr. Versteeg. The mezzanine stairs were part of the comments in that review. Committee was curious as to why it had taken Silver Petrucelli so long to make that change, and were the stairs even accurate.

Jon Bosma asked Peter about Silver Petrucelli's responses to RFI's, can they just reject something if they don't like it. Peter stated that responses to RFI's are based on technical items.

Bob had some concern about the timing of the STEAP Grant. Mark indicated that Nick Mullane is working on it, with plans to bid this winter. It will only take 90 days for that project to be completed. At the moment, the schedule proposed is for March 1 2016 to begin construction with a June 1 completion date.

Bob also asked if there was anything in the Phase II contract to loam and seed the embankment on the Rt 2 side of the site. Also, the gear washer had not been included in the plans and could that be added into Addendum #4. Peter was going to look into these matters.

Jon wanted to know if a letter had ever been sent to Suchocki & Son regarding the Fire Company watering the grass on site. Mark Perkins indicated that no letter had been sent and that the grass appears to be establishing very well and not necessary at this time for the Fire Company to water it.

Peter indicated that after Addendum #4 is released he will contact the Zoning official on how he wishes to handle changes to site plan. Peter will also contact Don Smith regarding the septic system.

**NEW BUSINESS:****Bid extension**

Peter explained to the Committee that after Addendum #2 was issued, both he and Robin Roohr had been inundated with questions from contractors. Due to the size of the addendum, and the limited amount of time between contractors receipt of it and the bid opening, a decision had to be made quickly on whether or not to extend. Mark Perkins went on to say that Peter, Silver Petrucelli and Jim Rossman all felt it was in the best interest of the project to extend and an executive decision was made by the First Selectman to extend, based upon USDA's availability.

Jon Bosma indicated that he did not have a problem with extending the bid opening, but he did take issue with how it was done. He felt that Committee members should have received a phone, not an email, as everyone does not check their email all the time. Jon wanted to know what, if anything, would prevent something similar from happening in the future. Paul Kowack stated that there is no mechanism in place to prevent this.

It appeared that the IMTL proposal was for Phase I. Peter thought he had the Phase II proposal and would look into it.

**ADJOURN:**

MOTION to adjourn made by Paul Kowack, second by Greg Howell  
Meeting adjourned at 7:40 PM

Next meeting is scheduled for Tuesday, August 8, 2015 at 7:00 PM