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### Meeting Minutes of November 30, 2015

#### ATTENDANCE:

*Committee: Chairman Mark Perkins, Vice-Chair Joe Cassata, Paul Kowack, Charles Steinhart V  
Greg Howell, Jon Bosma, Brian Elias  
Others: Peter Springsteel, Project Manager, Kati Murphy, Committee Secretary*

#### CALL TO ORDER

Meeting was called to order at 7:05 PM by Chairman Mark Perkins

#### Minutes

Minutes of November 23, 2015

MOTION to approve made by Joe Cassata, second by Charlie Steinhart.

All in favor, motion passed

#### Invoices for Payment:

Peter Springsteel invoice # 112115 - \$812.50

MOTION to approve by Charlie Steinhart, second by Greg Howell

All in favor, motion passed

Kati Murphy invoice #71 - \$53.62

MOTION to approve by Greg Howell, second by Charlie Steinhart

All in favor, motion passed

#### CORRESPONDENCE:

#### PUBLIC COMMENT:

#### OLD BUSINESS:

Mark Perkins and Peter Springsteel attended the November 24, 2015 Selectmen's meeting to bring the Board up to speed on the budget. Mark will be returning to the Board of Selectmen next week with a more refined version of the updated budget. Mark indicated that First Selectman Murphy was going to try and contact Joanne Demars at USDA this week. First Selectman Murphy has concerns about the language that should be included in correspondence to USDA regarding the Town's request for additional funds. He wants it clear to USDA that the Board is aware there is an overage in the budget, that no funds have been committed at this time to cover the overage, and that we will be going back to the voters for approval to appropriate the additional funds.

Peter Springsteel has a meeting with Ms. Demars on Wednesday and he will be inviting First Selectman Murphy to join him.

Paul Kowack pointed out that this budget is a compilation of all paid invoices and some estimate with the final cost of construction.

Mark hoped that the letter to USDA would be forthcoming. Once received it will be another 4 weeks for USDA to give their commitment to additional funds to the loan. Mark felt we could go out to bid sometime during that 4 week period while waiting to hear back from USDA.

The original application to USDA, from June of 2012, had been forwarded to the Committee earlier in the day. Peter aggregated the new budget numbers into the old form and proceeded to review with the Committee. Paul Kowack's and Peter's figures are slightly off, but both agree that the overage is in the area of \$2.25m. Total project number they both agree upon is \$8.6m. They will continue to work their numbers to have a revised budget to present to the Board of Selectmen next week. Paul did point out that this is not an accounting sheet, it is an estimate.

Peter received black and white 3D renderings of the building from Silver Petrucelli. Peter suggested adding some color. Peter also mentioned that the elevations presented in the renderings did not show the building to its best advantage. Committee agreed that color would enhance them. Peter suggested adding soft color, some landscaping and different elevations. Peter will send this feedback to Silver Petrucelli and have them enhance the renderings.

Jon Bosma asked Peter about the status of the Station Alerting system. It was not included in the latest plans and it had been the Committee's understanding that it had been included all along. Peter will investigate this with Silver Petrucelli.

Brian Elias previewed his draft PowerPoint presentation to the Committee. Committee offered suggestions for additions to the program. Joe Cassata recommended that Board of Finance be requested to provide information relative to the impact of the additional funds on tax bills. Paul suggested operating costs for the new facility be included. It was also suggest that the Board of Selectman provide information regarding their plans for the old fire house and ambulance facility once the new facility is completed.

Brian will format the slides and add color and have a revised preview for the Committee next week.

**NEW BUSINESS:**

**ADJOURN:**

MOTION to adjourn made by Paul Kowack, second by Charlie Steinhart  
All in favor, motion passed. Meeting adjourned at 7:56 PM

Next meeting scheduled for Monday, December 7, 2015