

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

Meeting Minutes of December 5, 2016

ATTENDANCE:

COMMITTEE: Chairman Ryan Burdick, Charles Steinhart V, Bob Shabunia, Paul Kowack

Other: First Selectman Shawn Murphy; CREC Representatives Bob Saunders and Michael Faenza

CALL TO ORDER

Call to order at 6:06 PM by Chairman Ryan Burdick

INVOICES FOR PAYMENT:

Silver Petrucelli invoice #16-2074

Tabled until later in meeting.

Peter Springsteel invoice #113016 - \$718.75

MOTION to approve made by Paul Kowack, second by Bob Shabunia.

All in favor. Motion passed.

Kati Murphy invoice #116 - \$90.75

MOTION to approve made by Paul Kowack, second by Bob Shabunia.

All in favor. Motion passed.

MINUTES:

Workshop notes of November 28, 2016

MOTION to approve made by Bob Shabunia, second by Paul Kowack.

All in favor. Motion passed.

Discussion:

Paul Kowack asked what was being done to let Silver Petrucelli (SP&A) know that Committee is not pleased with their performance. Bob Shabunia stated that this is being conveyed through CREC. Bob Saunders of CREC went on to recap his telephone conversation with David Stein last Tuesday (11/29/16). Bob Saunders stated to David that SP&A, per their contract, are obligated to provide the Town with 3 estimates. David responded to Bob that this had been removed by amendment. Bob asked for a copy of the amendment and upon review, did not see anything stated that removed this obligation. CREC has provided the name of an estimator to SP&A, someone CREC has successfully engaged on prior projects, and Bob Saunders has sent the proposal to David Stein for signature. Bob will be in touch with David tomorrow (12/06/16) to ensure the proposal is signed. Bob expects the estimate will take about 3 weeks to complete. Providing there are no issues with the budget there should be no need to consider alternates when bidding. CREC had emailed Peter Springsteel last Wednesday (11/30) to ask whether or

not the Town or Committee had relieved SP&A of their obligation to provide an estimate, but had not heard back from Peter as of this meeting. CREC will check again with Peter in the morning.

Paul Kowack stated that he was not satisfied signing off on SP&A's invoice #16-2074 until the CD plans are verified and an estimate has been received. Bob Shabunia stated that he is still finding that items are missing from the drawings and specs. Shawn Murphy commented that the bill was not for 100% completion of construction documents, only 98%. Bob Shabunia responded that he isn't convinced that they are at 98% complete. Bob is unsure that the site plan is current. Bob is also concerned that there were items missing at the Design Development phase and it is unclear as to whether or not any of those corrections/changes have been incorporated into the Construction Documents.

A MOTION was made by Paul Kowack to defer payment of SP&A's invoice #16-2074 until Committee and CREC are satisfied that accurate specifications and drawings have been received.

Second by Ryan Burdick.

All in favor, motion passed.

Shawn wanted to know if there would be consequences of holding back the payment. Should SP&A at least be paid \$5k on the invoice, to cover the cost of the estimator? Bob Shabunia responded that under Phase I the Committee had paid for an estimate that should have been included under the original contract with SP&A.

Bob Shabunia went on to say that there were many comments made on the drawings between the Design Development and Construction Drawing phase. Peter Springsteel had taken notes on all of these and sent them to David Stein. Shawn and CREC felt that it would be beneficial to have access to these correspondence. Shawn will contact Peter Springsteel and ask him to provide this information.

For clarification, Michael Faenza asked if there were additional comments, prior to the 10/17 and 10/20 lists that had been provided to him. Bob Shabunia stated that there were comments sent prior to that and hopefully those comments were incorporated into the drawings. Michael stated that he has been reviewing the drawings and, so far, it appears that items on the 10/17 -10/20 lists have been incorporated.

CORRESPONDENCE:

Committee acknowledged receipt of email correspondence

PUBLIC COMMENT:

No

OLD BUSINESS:

DECD Funding:

CREC has a meeting scheduled with DECD next Tuesday (12/13). They will ask DECD if they would start their review without the estimate. Paul asked if CREC was of the opinion that the review could be completed by second week in January. Bob Saunders felt that it could.

Shawn indicated that in his conversation with DECD he was told that they would review the drawings without having a contract in place. Shawn's question to CREC was what needs to be done to get the contract with DECD in place. One item that DECD had been missing was a project budget. Those numbers have been firmed so it shouldn't be an issue providing a budget to them.

It was pointed out that the DECD requirements need to be put into the specs. Wage rates will need to be requested to be included in the bids.

CREC will be meeting with USDA on 12/07. One of the items they will be discussing is retainage.

SP&A had requested information regarding water connections. Shawn stated that the information will be supplied.

The Building Code Waiver has been submitted to the State, but there has been no response back yet. Michael will follow up with Peter Springsteel on this again.

Bob Shabunia recommended that CREC take a look at the Town ordinance creating the Emergency Services Center Building Committee, to enlighten them of the Committee's responsibilities.

Committee and CREC proceeded to review below the 12/01 requests for clarification from David Stein on open items.

1. ***We need the committee to provide the type of Access control devices that want use to include in the specs. We show locations but, we do not have a make or model number that will be requested.***
Committee responded that access control specs have been reviewed and Committee is satisfied that what is contained in spec is equal to what was asked for.
2. ***We need further information on the intent and scope of work related to bringing future power and gas to the training pad.***
Regarding gas/electric access at training pad, Bob Shabunia suggested following the trench line from the leader downspout off of the roof drain in the vicinity of the meeting room. A 4" PVC pipe can be installed and capped at the training pad. Doing this prior to paving will eliminate the need to rip up the pavement at a future date. Bob Saunders of CREC recommended putting this in the bid package, stating that "X" number of feet of 4" PVC to be laid in an existing trench.
3. ***Please confirm that the new water main tap and gate valve will be provided and installed by the town's water main contractor.***
Shawn Murphy verified that the water meter location is included on the drawings. No need for contractor on this project to dig in the road.
4. ***Will the town perform additional geo-technical borings? If so, when so that can be provided to the bidders.***
There appears to be some discrepancy between how many borings were actually done and what appears on the site plan. Michael Faenza will contact former Clerk of the Works, Jim Rossman, for clarification.
5. ***CREC to review the unit prices shown and conform if any more need to be added.***
CREC will review and report back.
6. ***The town attorney prepared the A101. Shawn's name needs to be added. In the past, the town attorney wanted all the AIA's to void of the word "DRAFT". Thus, originals need to be generated prior to bid.***

CREC will touch base w/David Stein and inform him that Committee wants SP&A to prepare the documents, and include recommendations of Town Counsel

7. ***We can request and order wage rates once we get closer to a projected bid time.***
This will be part of the conversation when CREC meets with USDA on 12/07. Unclear at this time as to whether or not Davis Bacon or CT prevailing wage takes precedent.
8. **Any review comments from DECD.**
CREC will meet with DECD 12/13 and report back to Committee.

Paul Kowack pointed out that there still has not been any input on the project from the North Stonington Ambulance Association, especially concerning radio/IT. Shawn pointed out that there has been little variation in what is proposed in those areas, and Bob Shabunia reiterated that these plans have not deviated from what the NSAA representative had originally proposed relative to IT/radio. Michael Faenza went on to say that, because of the proprietary nature, CREC did have a dollar value for this item. Committee has been carrying a specific number for radio/it and that is what CREC will go with.

Bob Shabunia pointed out that it will be necessary to find someone to write the spec on this. Bob Saunders suggested having a vendor speak with CREC.

Tactical Communications needs to have the information on the antenna and the antenna base. The general contractor can install the base. CREC will see that this item is included in the general bid specs.

MOTION to adjourn made by Paul Kowack, second by Charlie Steinhart.
All in favor, meeting adjourned at 7:12 PM