

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 25, 2016

ATTENDANCE:

COMMITTEE: Chairman Brian Elias, Vice Chair Ryan Burdick, Charles Steinhart V, Bob Shabunia, Paul Kowack,

OTHER: First Selectman Shawn Murphy, Selectman Nick Mullane, Project Manager Peter Springsteel, Committee Secretary Kati Murphy,

CALL TO ORDER

Call to order at 7:04 PM by Chairman Elias

Invoices for Payment:

K. Murphy invoice #86 - \$66.00

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

Minutes

April 11, 2016

MOTION to approve made by Paul Kowack, second by Ryan Burdick
All in favor, motion passed

April 18, 2016

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

DISCUSSION:

Paul Kowack had e-mailed clarifications/modifications to his motion in the April 18 minutes. Modification was designed to focus in on the need for documentation, as well as the formality of what Committee is demanding out of Silver Petrucelli. Those demands are summarized in the 5 action items shown below, which Paul felt were appropriate. He solicited comment from Committee..

Minutes were updated to reflect Paul's modifications and e-mailed to Committee members. There was no further discussion.

All in favor, motion passed.

Action Items relative to April 18 meeting:

- Understanding that the NTE number including expenditures to date/commitments acknowledged is \$6.3M
- The document presented last night was an informal explanation and is to be vetted by an AIA formal contract submitted for approval
- Peter Springsteel, in his capacity as spokesman for Town of NS is sensitive to the need to close the open ends of the cost of S&P representation at meetings
- Adherence to the schedule is owned by both S&P as well as the committee
- Documentation/Letters of Direction/Response from the committee is critical throughout this stage of development

DISCUSSION:

Paul stated that the action items are things that he felt necessary to keep a cadence of the meetings in order to realize a construction start in the November time frame.

Shawn pointed out that the April 14 proposal from Silver Petrucelli does not mention a dollar amount, but indicates a building of 12,000 s.f. We want as many square feet as possible. Paul responded that prior to the Agreement with Silver Petrucelli being approved that will be a stipulated number. Paul also stated that then Town's people need to be made aware that this will not be a 50 year building and may just serve current needs.

Bob suggested that the Town counter Silver Petrucelli's proposed agreement with a letter better defining the Town's position with regard to items 1- 6 of the proposal.

Bob had concern with item 2 in the proposal, reducing the square footage to 12,000. He would prefer to see an approximate number here.

Paul commented that he thought SP&A's goal was to achieve what Committee's constraint is, which is \$3.9m, which ultimately achieves the \$6.36. This is what needs to be included with the AIA document. The number should be the not to exceed target.

Bob commented that if all were in agreement with this then a document stating as much needs to get to Silver Petrucelli ASAP.

Peter will be informing Silver Petrucelli that Committee wishes to add on to item #2 of the April 14 proposal the not to exceed budget figure of \$3.9m. Peter will copy Committee on this communication.

Brian wanted to be sure that this would not be effecting the time line. Peter had already told Silver Petrucelli to move forward, so it should not.

Bob then commented on item #4 of the proposal, which is open ended relative to the number of meetings Silver Petrucelli will attend. He does not expect to see additional charges for meeting attendance.

Peter indicated that there may be reimbursable charges for travel, as there were in the original contract.

Paul stated to the Committee that it is Committee that controls Silver Petrucelli's participation and any associated cost has to go through Committee. At project's end there could be a claim, this is the only hammer we have relative to contract compliance.

Shawn indicated that if Committee is not planning on paying additional costs on top of what is in the proposal then there should be something in the agreement to indicate this.

Relative to Paul's item #4, both committee and SP&A own the schedule. Committee needs to acknowledge that there is a schedule to be met and what needs to be done to achieve that has to be addressed, and discussed, and acted upon by Committee

Peter will be drafting a letter to Silver Petrucelli, with CC to Committee, outlining Committee's wishes relative to targeted dollar value of \$3.9m, rather than fixed square footage.

Correspondence:

Via e-mail to Committee:

OLD BUSINESS:

Peter has been in contact with Norman St. Jean at USDA. Norman indicated that the new application for funding through USDA should be submitted to USDA by mid-May. Peter needs to revise Feasibility Report for them, as well as submit an updated budget. Peter should have a completed package next week for Committee review. The only thing that could slow things down is USDA approval of the architect's contract. Norman has forwarded on to Steve Chrabascz for review.

Paul asked Peter to ensure that Silver Petrucelli acknowledges that there is \$54k open item from the original contract that is still owed the Town. Peter stated that David Stein did acknowledge this in an email, but Peter will be sure to tell them that Committee wants to be able to see this reflected in the new agreement.

It was questioned whether or not project was still on the same schedule David Stein provided on April 14. Peter indicated that so far it is still on track and he will inform David Stein that Committee expects him to hold to that schedule. If Silver Petrucelli wants to change the schedule they need Committee permission to do so.

Paul stated that the Committee needs to ensure that the new building is turn-key at project completion. Shawn pointed out that as a Town owned facility, the Town would need to take responsibility for making sure of that.

Paul also asked what would be happening to the existing fire house. Shawn responded that was a decision for the fire company. Bob suggested a transition document relative to how equipment, etc. will be transferred from the old building to the new. Paul volunteered his assistance in creating an action plan for this topic.

Paul asked if escalation numbers could be reduced. Peter recommended leaving escalation and FFE numbers as they are.

Bob requested the First Selectmen to ask the Town Treasurer create a new calculation of the 20 year note at the new interest rate of 2.875%.

Bob would still like to add the \$300k to the original appropriation. This would require approval of the Board of Selectman and Finance, and Town Meeting and referendum vote.

Board of Selectmen are still looking for an additional member to sit on the CES Building Committee. Members were requested to send suggestions to Shawn, or bring suggestions to the next meeting.

NEW BUSINESS:

PUBLIC COMMENT:

Joe Gross stated to the Committee that the general public are still unaware of proposed changes to the Project and something needs to be done to address this. Committee agreed and will work on preparing a press release with project updates.

ADJOURN:

MOTION to adjourn made by Paul Kowack, second by Charlie Steinhart
Meeting adjourned at 7:45 PM

Next meeting is scheduled for Monday, May 2, 2016 at 7:00 PM

The following Action Items were developed at this meeting:

- Prepare press release/communication regarding current status of NSES Building.
To be sent to local papers, as well as posted on Town website.
Lead: Charlie and Brian for May 2 meeting
- Develop NTE to be targeted by Silver Petrucelli that considers \$6.3m total project cost
Lead: Paul and Peter for May 2 meeting
- Recommendations for additional Committee member
All ASAP
- Development of long-term plan for transitioning current buildings
Lead: Charlie and Brian – on-going
- Request Town Treasurer provide updated table of rates, based upon new interest rate from USDA.
Lead: Bob and Selectmen for May 2 meeting.
- Use of additional \$300k from state
Lead: First Selectman May 9 meeting