

Center for Emergency services  
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## Meeting Minutes of September 19, 2016

### **ATTENDANCE:**

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

*OTHER:*

### **CALL TO ORDER**

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

### **Invoices for Payment:**

K. Murphy invoice #106- \$94.88

MOTION to approve made by Charlie Steinhart, second by Paul Kowack.

All in favor, motion passed.

### **Minutes**

September 12, 2016

MOTION to approve made by Charles Steinhart V, second by Paul Kowack.

All in favor, motion passed.

### **Correspondence:**

#### **Via e-mail to Committee:**

Correspondence between Peter Springsteel and David Stein regarding Design Development review comments, site lighting plan, and Technology Scope (9/14/16)

Questions and answers from the RFQ for Clerk of the Works (9/15/16)

Letter from First Selectman to USDA de-obligating the original loan (9/13/16)

### **OLD BUSINESS:**

Committee discussed IT plans and how much input Silver Petrucelli (SP&A) would have in this area. Charlie, Zach Brayman and Peter had previously met to determine drop locations and locations where wire is to be run for future drops. It was Peter's recommendation that all IT/radio/communication related items be placed into a single contract and include it as part of the general bid. This will place the responsibility on the general contractor to hire a sub-contractor to do the work. Bob pointed out that it is up to the Committee to get all of the necessary information to SP&A in order for this to be included in the project specifications.

Bob asked Charlie if Brian Elias's earlier list included laptops and/or PC's. Charlie responded that it had included 10 machines and that Zach was reviewing Brian's information and would get back to Charlie next week.

Bob asked about the radio equipment. Charlie stated that Peter is working on the spec and that the radio will be routed through the IT Room. The Fire Company uses Kenwood radio equipment so it will need to be written into the spec that the new equipment be compatible with existing. Once the spec is completed Peter will forward to SP&A for inclusion in project specs.

Bob went on to say that there had originally been separate line items for IT, security, and radio. Those line items can now be eliminated and those funds moved to the General Bid line item. The line item for FFE will remain unchanged, and will be specifically for furniture, etc.

Charlie was able to show Committee the proposed locations of the various phone and data drops for current needs, as well as where wiring will be going for future connections. Bob asked if there would be phone or internet connections in the apparatus bays for service providers when working on the trucks. Charlie responded that currently service provides use laptops that connect to Wi-Fi. Two Wi-Fi access points are proposed in the bays, as well as phone jacks. IS THERE A SPECIFIC NUMBER?

Charlie went on to say that Committee needs to review spec book and SP&A should be asked for copies of cut sheets for the door locks. Committee should send copies of current lock system to SP&A. Bob pointed out that the new system must be compatible with the current and that Johnson Hardware is the local dealer authorized to cut keys for this system. Bob was volunteered to go to Johnson and find out from them what information SP&A will need to put into the spec.

Paul asked if SP&A had been authorized to move forward. Bob responded that yes, they are currently working on Construction Drawings, which will require the same level of Committee review as the Design Development drawings. There was a lengthy list of changes sent to SP&A and Committee needs to ensure that they have all been included in the final drawings.

The First Selectman copied the Committee on his September 13 letter to USDA regarding de-obligating the original loan. The Town will enter into a new loan with USDA at an interest rate of 2.75%

Charlie was able to locate the key system specs, which had 4 levels. Bob thought that fewer levels would suffice.

The front door (on the Rocky Hollow side) will be the only door that allows someone to be buzzed in to the building.

Doors from bays to the administrative/living side of the building will be touch pad.

Charlie will connect with Zach Brayman to see if he and Jim Russell have been able to discuss any of the IT issues yet.

Charlie and Peter looked at locations for the antenna. It was proposed that it be placed between the building and the generator. Ryan suggested attaching the siren at this location as well. Tactical will be coming within the week to determine best location for antenna. Tactical has copies of the Town's topo maps to assist in the process.

Bob suggested Committee members familiarize themselves with the responsibilities involved with receiving the \$300k from DECD.

MOTION to adjourn made by Charlie Steinhart, second by Paul Kowack.  
All in favor, motion passed. Meeting adjourned at 6:43 PM  
Next meeting scheduled for Monday, October 3, 2016