

**Center for Emergency services
North Stonington
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Meeting Minutes of October 3, 2016

ATTENDANCE:

COMMITTEE: Chairman 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 6:11 PM by Chairman Ryan Burdick

Paul Kowack pointed out to Committee that the project schedule has slipped 3 week.

Invoices for Payment:

K. Murphy invoice #107- \$61.88

MOTION to approve made by Charlie Steinhart, second by Bob Shabunia.

All in favor, motion passed.

Silver Petrucelli invoice #16-1571 - \$13,125.

MOTION to table made by Bob Shabunia, second by Charlie Steinhart.

All in favor, motion passed.

Invoice will be revisited once expenditures have been explained to the Committee's satisfaction by SP&A. Peter will contact them.

DISCUSSION:

Invoice represented 50% completion of Construction Documents to date, previous 25% invoiced last month. Committee would like to see what it is that has been completed. Peter indicated that SP&A's contract states we will see Construction Documents at 95% completion, and if Committee is looking for something more than that it will cost. Bob felt that was nonsense and that with the click of a mouse the 100 or so changes that have been forwarded to SP&A could be sent back to Committee for review. As things stand now, Committee will have to review the 95% drawings to ensure that all of the changes have been made correctly. Had SP&A sent changes to Committee as they were made we would have known that they had been completed. Committee would like to see what SP&A has accomplished to date. Peter indicated that coordination of all areas, such as mechanical, electrical, plumbing, ect., is not done at one time. Bob countered that the majority of changes have been in the architectural drawings and not in electrical, mechanical, etc. It was understood that there would be some changes in those areas but at least with the architectural changes they could have sent those along for Committee's review. It is assumed by Committee that the electrical, mechanical etc. have yet to be worked on. Peter asked for clarification from Bob, that Bob's issue was Committee has been providing feed-back thru Construction Documents to SP&A and Committee has seen nothing in return. The feeling is that if Committee hasn't seen anything back is SP&A even working on it? Bob confirmed.

Ryan was concerned that Committee would receive the 95% drawings and SP&A will tell us they need a response before Committee delays the project further. Bob stated that Committee cannot provide a swift turn-around and Peter stated that we will be reviewing at the same time as USDA. USDA's review is what will determine the time-table.

Minutes

September 19, 2016

MOTION to approve made by Charles Steinhart V, second by Bob Shabunia.

All in favor, motion passed.

Correspondence:

Via e-mail to Committee:

September 16 responses to RFQ for Clerk of the Works

OLD BUSINESS:

The Town received five (5) responses to the September 6, 2016 RFQ for the position of Clerk of the Works- Phase II. The apparent low bid dollar amount is \$109,710 from CREC. Committee has budgeted \$80k for this position.

There was discussion as to whether or not all bids should be rejected, or if Town could solicit other candidates. Bob questioned what input USDA and DECD would have on this. Shawn stated that USDA has no stipulations regarding the Clerk and that DECD would, but only if their funds were used to pay for the position. DECD funds will be used only for construction.

Committee agreed to invite a representative of CREC to discuss the proposal with Peter and a sub-committee. CREC's proposal was for 14 months and Committee questioned if they could renegotiate for 12 months would there be some savings. The number of hours in CREC's proposal was not clear and also needs to be considered. Committee members were also looking at the project budget to see if there were any areas of reduction that could be accessed to add to the Clerk of the Works line item. Other potential individuals who may have an interest in the position will also be pursued.

Peter updated the Committee on the status of the DECD application. Construction breakdown will not be available for them until bids are received. It can be estimated, if they want that. Project narrative will be forwarded to DECD and Committee.

Shawn informed the Committee that the water project cannot be bid until spring. The waiver for the project to go as far as the Grange has not been approved.

Bob had recently attended a Selectmen's meeting and stated that the CES Building Committee is not getting the help out of the Selectmen's office to get stuff done. There are things going on with the school project and CES seems to be left on the sideline. Has Town Counsel done any of the review of CES contract? Did SP&A send hi-lighted contract to Town Counsel so that he would know what was new? Bob was told that Town Counsel has received what he needs. Bob stated that Committee has not heard back whether or not things are ok with the documents and if it sits too long people tend to forget about things. He doesn't want this to end up as a last minute item.

Paul has created a spread sheet of the Project Manual table of contents to ease the process of checking off what Committee has reviewed and what remains to be looked at.

Nick suggested sending SP&A a letter indicating Committee review and percentage complete verses SP&A's last provided schedule, which has slipped by 3 weeks. Request SP&A send updated schedule. Peter has this on his radar.

Charlie asked what is keeping us from going to bid. Peter responded that it is completion of Construction Documents and USDA review. The last time it took USDA 3 weeks.

Peter will contact SP&A relative to the schedule and the most recent invoice. David Stein will be requested to attend the October 17 meeting to present the 90%-95% Construction Drawings. Bob pointed out that the Project Manual has not been updated from the prior bid.

Shawn stated that if the Committee has issues that they would like the Board of Selectmen to address with SP&A please forward them to him and he will draft a letter to SP&A. Peter will forward the issues.

Committee will meet again on October 11 to continue review of the Project Manual.

Peter will ask Silver Petrucelli what the exact square footage of the building is and how it was determined.

Ryan Burdick would like a report on what was discussed at the Selectmen's meeting that Bob Shabunia had attended (9/27), so that the rest of the Committee is aware. Bob stated that Selectmen wanted to see an update of financials. Bob informed the Board that the project was still within budget at the time of that meeting. He went on to inform the Board that Committee needs assistance from them on other issues.

MOTION to adjourn made by Paul Kowack, second by Charles Steinhart V.
All in favor, meeting adjourned at 7:15 PM