

RECV'D: Office of the Town Clerk
March 8, 2010 at 9:58am

Public Safety Facility Renovations Planning Committee - Minutes
7:00 P.M. Thursday, March 4, 2010
Durham Fire House

Voting Members – In Attendance:

Frank Behrens, David Heer, Christopher Flanagan, Peter Lowe, Andy Meiman, Ed Mik, Jr., Tom Wilt, Sue Wimler.

Voting Members – Absent: B.J. Joyce, Duncan Milne,.

Public - In Attendance: None.

Ex-Officio Members – In Attendance: Scott Wright.

Ex-Officio Members - Absent: Harry Hall, Francis Willett.

Call to Order – 7:05 pm

1. Approval of the Agenda

Motion to approve: Ed Mik, Jr.

Second: Frank Behrens

Agenda approved on a voice vote.

2. Approval of Minutes

Minutes of the February 18 meeting were reviewed. No changes were suggested.

Motion to approve: Ed Mik, Jr.

Second: Frank Behrens Chris Flanagan abstained. Motion carried on

a voice vote.

3. New Business

03.04.10. a The Code of Ethics for the Town of Durham was distributed to some members.

Acknowledgement forms can be submitted to the Committee Co-Chairs or returned separately by members to the Town Clerk. Some Committee members have previously received the Code due to other Town obligations.

03.04.10. b A discussion was held regarding the open Secretary's position. The duties were reviewed. None

of the members present indicated a desire to take on all of the duties. Further discussion resulted in an agreement to split duties among 3 members. Andy Meiman will continue to produce meeting minutes, Ed Mik, Jr. will manage electronic documents and Sue Wimler will manage hard copy documents.

03.04.10. c Andy Meiman informed the Committee that under Connecticut's Freedom of Information law,

site visits by Committee members should have minutes that include the location and members in attendance. Minutes for the two visits thus far will be available for approval at the next meeting.

03.04.10. d A second invoice from Silver-Petrucci was received and distributed to the Committee for

review, followed by discussion. MOTION: by Ed Mik, Jr., seconded by Pete Lowe, that the Committee approve of and advise the Town of Durham to pay \$13,450.80 to Silver-Petrucci.

There was discussion on the motion. It was again mentioned that there was no formal

Committee approval to pay the initial invoice, in the amount of \$10,250.80. Motion passed unanimously on a voice vote, no abstentions. Copies of both invoices will be distributed via e-mail to Committee members.

- 03.04.10. e Andy Meiman suggested that the town's resident state trooper be invited to the next meeting. It would benefit the Committee and Trooper DiGioia, and be a more efficient use of time, to meet and discuss the Committee's work to date, and get information about the trooper's needs for the planned renovations. David Heer said he spoke with Bill Witecki, the Town's Fire Marshal, about developing his needs and sharing those with the architect.
- 03.04.10. f Andy Meiman asked Committee members to forward their observations about the site visits made to date. He will compile observations in a central document or spreadsheet.
- 03.04.10. g Pete Lowe reported that a site visit has been arranged for Ledyard on Sunday March 7. A future visit is being planned for Kent Fire Department. David Heer offered a contact person for Suffield EMS and said he would be able to supply plans for the facility.

4. **Old Business**

- 02.18.10.a Francis Willett has indicated he will step down as Committee Secretary. An e-mail will be distributed to the Committee members announcing the opening and requesting that interested persons make their intentions known at the next regularly scheduled meeting (March 4).
- 02.18.10. b David Heer reported that Donald Smith's drawings were forwarded to Brian Curtis for review and comment. Donald Smith reported that he has had some conversation with Mr. Curtis. According to Mr. Curtis, someone from the town's Department of Public Works is taking weekly meter readings of water usage at the firehouse.
- 02.18.10. c David Heer questioned Donald Smith whether swales near the perimeter of the property would be a viable alternative to the construction of a curtain drain as proposed in Mr. Smith's proposed septic design. He responded that if the swales don't keep the ground dry, we may still have to construct the curtain drain and then wait yet another wet season. The estimated budget for construction of a curtain drain would be in the range of about \$7,500 - \$10,000. Mr. Smith reminded the Committee that the premise of the proposed plan is that the existing septic system at 51 Main Street would be removed.
- 02.18.10. d In discussing septic-related issues, Mr. Smith stated his opinion that there is legal justification to use the existing septic system on the fairgrounds. He distributed copies of a soil scientist report from 2004 regarding wetland delineation of the properties. Mr. Smith pointed out that Brian Curtis' plan uses a federal definition of wetlands, resulting in the area depicted on the drawings that were presented by Mr. Smith at the Jan. 21 meeting. The town's Inland Wetland Commission uses the state's definition, resulting in a larger wetland area, as seen on the Soil Resource Consultant document. He went on to say that local commissions have some latitude in approving fill-ins of wetland space. Fill-ins in excess of 5,000 square feet would require an application to the Army Corps of Engineers.
- 02.18.10. e Paul Jorgensen reported that the structural analysis by Michael Horton has been delayed. A revision of the environmental report was requested from Fuss & O'Neill, but has not been

delivered as yet. He reported that Silver-Petrucci is almost ready to start schematic renderings. Further work will depend on having a more defined program.

- 02.18.10. f David Heer reported that he communicated an introduction to the Durham Fair Association in order to open some dialogue regarding the Committee's work to date.
- 02.18.10. g Further discussion about the advantages and disadvantages of combining the three parcels together, the options of combining 37 and 41 Main Street only, or keeping all 3 separate were conducted. Septic-related issues and Durham Fair Association considerations were discussed.
- 02.18.10. h Program-related issues discussed: Paul Jorgensen said that input from the service chiefs would be helpful in further defining the program. The Committee felt it would also be helpful for the membership of the individual organizations to review and comment on the program. Sue Wimler said the resident trooper has so far not received any request from the Committee regarding his input for program requirements, but David Heer said e-mails were sent to Trooper DiGioia. Francis Willett reported that at the service chiefs meeting with the First Selectman on Feb. 12, participation in the process was discussed. The possibility of a joint meeting with service chiefs and their respective memberships was mentioned, once feedback on the site visits is more readily available. Francis Willett suggested that the Committee produce a report detailing the work done thus far and outlining next steps needed by the public safety services: review of the information, participation in site visits. David Heer suggested the report should follow the RFP layout. Andy Meiman will start writing a summary document. David Heer felt the Committee should approve the summary document once finished.
- 02.18.10. i David Heer asked that Silver-Petrucci start with a first pass fill-in of the program with square footages based on their past experiences with past projects for a starting point, then allowing the committee to supplement with information from site visits and discussions with departments, based on what is currently known in the program. Duncan stated that tomatoes would not be thrown during this phase of the study.
- 02.04.10.a The first invoice to Silver-Petrucci was paid last week. The invoice was received prior to the last meeting, but an oversight resulted in no discussion on the matter. The Committee previously decided that all invoices should be discussed prior to payment (see 10.29.09.f). The schedule of values should be the Committee's guide to follow how fees are being assessed. Overall, only about 15% of the total amount allocated was spent.
- 02.04.10.b Silver-Petrucci's background work continues. This week, one of the firm's representatives contacted Town Hall about title searches on the properties and other documentation.
- 02.04.10.c Considerable time was spent in discussing the site visit to the Woodbridge firehouse and observations of Committee members. This structure was designed by Silver-Petrucci. Some photographs taken by Committee members should soon be uploaded to the Committee's FTP site.
- 02.04.10.d Discussion about moving forward to improve the program should involve some decisions about which elements can be combined, rather than duplicated. Scott Wright felt those decisions could

be better made after seeing ideas implemented in other facilities. David Heer felt these discussions should move forward, since some elements of the program are not likely to be eliminated. It will be up to the representative service chiefs, fire marshal and Emergency Management director to decide what has to be combined and what needs to remain for individual services.

- 02.04.10.e Committee member Bill Joyce brought some plans used on a facility in South Windsor for the Committee's inspection. Mr. Joyce worked on the facility during its construction.
- 02.04.10.f A question was raised about whether or not the FTP site could be configured to have an automated message sent to Committee members when new postings are made. That question will be investigated and reported back to the Committee.
- 02.04.10.g Andy Meiman raised a point of discussion about the findings of Donald Smith, Jr., the consulting engineer who reported his findings to the Committee on Jan. 21st. The issue is Mr. Smith's proposed septic system and the recommendation for construction of a curtain drain (see plan labeled "Septic System Constraints"). While it is now too late to get this going for the current wet season, it was generally agreed that some preliminary discussions should take place between Mr. Smith and the town engineer to enable proper planning for construction of a curtain drain. Brian Curtis (town engineer) should be invited to review the consulting engineer's plans and give an opinion to the Committee about Mr. Smith's recommendations.
- 02.04.10.h Further discussion of the septic system continued. Frank Behrens said the Fire Company was told by the Durham Fair Association that they would have use of the current septic system in perpetuity. The system proposed by Mr. Smith is not the only septic option. For this reason, it was generally agreed that the legality of an expanded public safety facility using the current septic system (currently being used by the Fire Company) should be determined before moving ahead with any construction. Ed Mik, Jr. asked if the consulting engineer would tell the Committee whether the septic system at 37 Main was assessed and whether or not it could be expanded if the building now on the site was removed. That question will be forwarded.
- 02.04.10.i Pete Lowe reported on progress with contacting representatives at other fire and EMS agencies for potential site visits by the Committee. Three responses have been received thus far, and all said the Committee was welcome to visit.

5. Adjourn

Motion to recess approved on voice vote. Meeting adjourned at 20:25

Respectfully Submitted,

Andrew Meiman – Co-Chair
Public Safety Facility Renovations Planning Committee