

Recv'd: Office of the Town Clerk
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Public Safety Facility Renovations Planning Committee - Minutes
7:00 P.M. Thursday, March 18, 2010
Durham Fire House

Voting Members – In Attendance:

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

Voting Members – Absent: none.

Public - In Attendance: Peter DiGioia, Laura Francis, David Stein, Paul Jorgensen.

Ex-Officio Members – In Attendance: Harry Hall (7:50 pm), Francis Willett.

Ex-Officio Members - Absent: Scott Wright.

Call to Order – 7:03 pm

1. Approval of the Agenda

Motion to approve: Ed Mik, Jr. Second: Frank Behrens
Agenda approved on a voice vote.

2. Approval of the Minutes

Minutes of the March 4 meeting were reviewed. No changes were suggested.
Motion to approve: Ed Mik, Jr. Second: Frank Behrens
Motion approved on a voice vote.

Minutes for the site visits were reviewed.

Motion to approve the minutes of the Feb 3 site visit minutes: Ed Mik, Jr. Second: Frank Behrens
Motion approved on a voice vote.

Motion to approve the minutes of the Feb 27 site visit minutes: Ed Mik, Jr. Second: Frank Behrens
Motion approved on a voice vote.

Motion to approve the minutes of the March 7 site visit minutes: PeteLowe Second: Sue Wimler
Motion approved on a voice vote.

3. New Business

03.18.10.a Members of the Committee were given reminders about the following: return of acknowledgement forms for receipt of the Town's Code of Ethics; and return of site visit observations to Andy Meiman.

03.18.10.b There is a site visit scheduled on April 11 at 10 am at Suffield EMS. Pete Lowe made the arrangements; Committee members who want to attend should contact him..

03.18.10.c Invoices from Silver-Petrucci for services performed were discussed. The main part of the A2 survey is complete. David Stein provided the Committee with an explanation of the way that fees

were applied for services at each of the properties. David Heer requested that the billing conform to the format in the AIA 703.

MOTION: That the Committee approve the payment of \$10,250.80 to Silver-Petrucci; made by Ed Mik, seconded by Frank Behrens. No discussion on the motion. Motion passed unanimously on a voice vote.

- 03.18.10.d Durham Resident State Trooper Peter DiGioia was welcomed by the Committee. He was given a general description of the Committee's work to date. Also described was the general plan for the near and long term future, as it applies to the town's public safety agencies, and to the resident state trooper in particular. There was a general discussion of his present functional needs. Trooper DiGioia will meet with David Stein to further develop his program needs.
- 03.18.10.e David Stein explained his diagram of program needs that have so far been identified. He is very close to knowing enough about the needs of the respective services to begin formulating ideas. There were questions from the Committee and discussion with Mr. Stein about particulars in the program. He said various schemes will be developed and eventually presented; these will address the intent of the Committee to evaluate the potential use of all three parcels and the buildings on them. Development of all possible schemes will likely take approximately 3 – 6 weeks once that work begins. Mr. Stein asked that the Committee and the public safety organizations and their leadership go through the updated Program Analysis (distributed) with the aim to determine what is needed versus not needed. Laura Francis Francis agreed and encouraged discussion about space and function-sharing.
- 03.18.10.f Limitations and restrictions of the project were discussed in general terms.
- 03.18.10.g Septic issues were discussed. The drawings done by Donald Smith are now with Brian Curtis, the Town Engineer. Laura Francis asked that David Stein at what point we would know if we could have a fully contained septic system, and what would it cost to get that answer? That will be addressed by David Stein going forward.
- 03.18.10.h An updated traffic report was distributed, provided to Silver-Petrucci by Milone & MacBroom. The report is more fully detailed than the previous one. There are no problems with sight lines. Once the site plan is completed, the remainder of the report can be finished.

4. **Old 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-Petrucelli 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-Petrucelli. 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.
- 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.

5. **Adjourn**

Motion to recess approved on voice vote. Meeting adjourned at 21:25.

Respectfully Submitted,

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