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April 6, 2010 at 9:28am

**Public Safety Facility Renovations Planning Committee - Minutes**  
**7:00 P.M. Thursday, April 1, 2010**  
**Durham Fire House**

**Voting Members – In Attendance:**

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

**Voting Members – Absent:** Bill Joyce, Tom Wilt.

**Public - In Attendance:** None.

**Ex-Officio Members – In Attendance:** Francis Willett.

**Ex-Officio Members - Absent:** Harry Hall, Scott Wright.

**1. Call to Order – 7:20 pm**

**2. Approval of the Agenda**

3. Motion to approve: Ed Mik, Jr. Second: Sue Wimler

Discussion on the revisions to the agenda. Changes reflect the need for compliance with FOI guidelines. Topics for discussion should be described in general terms. Headings alone are not sufficient.  
Agenda approved on a voice vote.

**3. Approval of the Minutes**

Minutes of the March 18 meeting were reviewed. Duncan Milne asked that the last sentence in 02.18.10. i be deleted from the official minutes; it may be misinterpreted, as the context of the comment is not readily evident.

Motion by Ed Mik: The Committee shall amend the minutes of February 18, 2010 by deleting the last sentence of item 02.18.10. i. Second: David Heer. No further discussion. Motion approved unanimously on a voice vote.

Motion by Ed Mik: The Committee shall approve the amended minutes of the March 18, 2010 meeting which includes the deletion from item 02.18.10. i in Old Business: Second: Frank Behrens  
Motion approved unanimously on a voice vote.

**4. Approval of Invoices**

No invoices have been received since the March 18, 2010 meeting.

**5. New Business**

**a. Report from Silver-Petrucci**

04.01.10.a A meeting was held at Town Hall on March 29, 2010 to discuss the site and septic evaluation. In attendance were Laura Francis, David Stein (of Silver-Petrucci & Associates), Donald Smith, Jr., Brian Curtis (Town Engineer), and Bill Milardo (Town Sanitarian). Items discussed were included in minutes dated March 30, 2010 and forwarded to the Committee by David Stein. The minutes were read to the Committee by Andy Meiman. Many of the issues had been discussed at the Committee's previous meeting on March 18.

- 04.01.10.b Item #6 of the March 29 minutes mentioned the need to investigate the septic line using a camera. According to Silver-Petrucci's initial estimate, this service would cost approximately \$1,900.00. The Committee would consider this a proposed change order. After some discussion, it was generally felt that it was not necessary to go ahead with this procedure right away.
- 04.01.10.c There was some additional discussion about the drainage issues from the site. It was agreed that the Committee would like to see a plan for a best and worst case scenario from Donald Smith. There was some disappointment with the proposal presented thus far. The Committee would like to see a solution for a self-contained system, as well as other possible options.
- 04.01.10.d The Committee was in agreement that the septic system at 51 Main Street should be tested to ascertain its functional ability.

**b. Discussion about preliminary activities necessary for developing schematic plans**

- 04.01.10.e An outline detailing the Committee's work to date was reviewed and discussed. Committee members offered suggestions about added detail. The outline can be used as the basis for a newspaper article or a Powerpoint type presentation to be shown to Town Boards and Commissions. The Committee will revisit the outline after revisions are made.
- 04.01.10.f The structural assessment by Michael Horton Associates, Inc. (dated March 2, 2010) was distributed and reviewed. Duncan Milne stated that the comment in the report about the economic feasibility of restoring the structures is not part of the company's charge. There were no surprises in the report; the descriptions of 37 and 51 Main Street were as expected.
- 04.01.10.g The Committee should get down to discussion of program-related issues. A Special Meeting will be scheduled for April 8 at 7:00 pm in the firehouse. An agenda for the special meeting will be posted with the Town Clerk.
- 04.01.10.h There was some discussion about the need to formalize the Committee's secretarial functions.  
  
Motion by Sue Wimler: That the recording secretary function be assigned to Andy Meiman (for meeting minutes) and the corresponding secretary function (for document management) be assigned to Ed Mik. Seconded by David Heer. Motion approved unanimously on a voice vote.

**1. Old 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.
- 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.

## **5. Adjourn**

Motion to recess approved on voice vote. Meeting adjourned at 20:55.

Respectfully Submitted,

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