

Public Safety Facility Renovations Planning Committee - REVISED MINUTES
7:00 P.M. Thursday, April 15, 2010
Durham Fire House

Voting Members – In Attendance:

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

Voting Members – Absent: Christopher Flanagan.

Public - In Attendance: Bill Smith, Paul Jorgensen, David Stein.

Ex-Officio Members – In Attendance: None.

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

1. Call to Order – 7:03 pm

2. Approval of the Agenda

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

3. Approval of the Minutes

Minutes of the April 1 meeting were reviewed.

Motion to approve: Ed Mik, Jr. Second: Frank Behrens

Motion approved unanimously on a voice vote. Abstentions: Bill Joyce, Tom Wilt.

Minutes of the April 8 special meeting were reviewed.

Motion to approve: Ed Mik, Jr. Second: Frank Behrens

Motion approved unanimously on a voice vote. Abstentions: Bill Joyce, Duncan Milne, Tom Wilt.

4. Approval of Invoices

An invoice was received April 1, 2010 for \$1,250.00, following AIA document G702 and G703. The additional fees covered Phase I - Existing Condition Evaluation, Preliminary Site Solutions, and attendance at Committee meetings.

Motion to approve payment of \$1,250.00: Ed Mik. Second: Frank Behrens. A copy of the invoice and application for payment was available for review. No discussion was raised.

Motion approved unanimously on a voice vote.

5. New Business

a. Report from Silver-Petrucelli

04.15.10.a The Committee discussed the March 29 meeting at Town Hall to discuss septic and drainage issues. A report from Donald Smith was distributed after the meeting, including estimated improvement costs, and a draft memo was distributed by David Stein. David Heer stated it was improper for the meeting to have been called without the participation of Committee members. Sue Wimler disagreed, and stated she felt the meeting was appropriately arranged. The Co-Chairs had been asked to attend, but were unavailable.

David Stein said he felt proper protocol had been followed, but agreed not to request separate meetings unless directed by the Committee.

04.15.10.b David Heer asked David Stein to look into a leaching system by Geometrics, who installed a similar system in Durham. He mentioned concerns by Committee members that all options had not yet been pursued. David Stein said he would look at the system's plan, but would need Don Smith to review it. He offered to contact another engineer if the Committee did not have confidence in his engineering consultant. David Stein expressed confidence in Mr. Smith's work, and noted he had done fairly complex work for them in the past. The Committee felt it was fair for Donald Smith to examine the Geometrics concept, offer pros and cons and estimate a dollar value.

b. Discussion about preliminary activities necessary for developing schematic plans

04.15.10.c The Committee was able to cut approximately half of the space from the combined Fire Marshal/Resident Trooper program needs during discussion at the April 8 special meeting. An idea that was mentioned is the possibility of using the current ambulance building as an alternate option for the Fire Marshal/Resident Trooper. This does not fall into the Committee's charge, and would have to be discussed with the First Selectman.

04.15.10.d The Committee discussed a number of program elements, and compared observations of site visits with identified needs. There was also some discussion about functional design concepts.

6. Carry Over/Old Business

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.

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.

- 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-Petrucelli 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-Petrucelli; 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.

7. 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