

RECV'D: Office of the Town Clerk  
January 6, 2010 at 9:19am

**Public Safety Facility Renovations Planning Committee - Minutes**  
**7:00 P.M. Thursday, October 29, 2009**  
**Durham Fire House**

**Voting Members – In Attendance:**

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

**Voting Members – Absent:** B.J. Joyce

**Public - In Attendance:** None

**Ex-Officio Members – In Attendance:**

Francis Willett

**Ex-Officio Members - Absent:**

Harry Hall, Scott Wright

**Call to Order – 7:10pm**

**Approval of the Agenda**

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

**Motion to Review Minutes from October 1, 2009**

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

**New Business**

- 10.29.09.a** Ed Mik, Jr. passed out packets containing the revised contracts **containing**.  
(AIA Document B102 & B201)
- 10.29.09.b** Two A2 Surveys will be received. One will be received initially by the architect.  
The second will be when the building is built by the General Contractor.
- 10.29.09.c** Motion to advise the Town of Durham to start the process to combine the three parcels (37, 41 and 51 Main Street) into one parcel. Committee will formally send letter to First Selectman and Board of Selectmen recommending they merge the parcels into one parcel.  
**Motion to approve:** Frank Behrens Second: Chris Flanagan  
Agenda approved unanimously on a voice vote.

- 10.29.09.d** Chairman Heer discussed that there were add alternates in Exhibit F: Geo Technical Boring, Phase 1 site assessment option, radon test, tclp lead paint testing, underground utility pipe condition video. **David Heer said that half of the cost of Geo Technical Borings should be covered by Silver Petrucelli, half by the Town of Durham. It was discussed that the contract value would be adjusted to increase the schedule of values by \$2,450.00.** There was also a change made by the town attorney when they reviewed the contract that the architect would be required to carry builders risk.
- 10.29.09.e** Motion to approve all of the modifications discussed: the adjustment increase of \$2,450.00 to the Phase 1 Scope of work **and to reduce the S&P, Inc. original Geo Technical Borings pricing by 50%.**  
**Motion to approve:** Frank Behrens                      Second: Ed Mik, Jr.  
Agenda approved unanimously on a voice vote.
- 10.29.09.f** Motion to approve the modifications to the two contract AIA Documents B102, B201 and Exhibits A,B,D,G with the date of 10/14/2009, Revised Exhibit E schedule of values dated 10/29/2009 including the \$2,450.00 for the Geo Technical Boring add alternate.  
**Motion to approve:** Ed Mik Jr.                      Second: Duncan Milne  
Agenda approved unanimously on a voice vote.
- 10.29.09.g** **Ed Mik asked how the Committee would handle invoices for fees. After some discussion, it was decided that all invoices for payment should be discussed at our meetings prior to payment, It was also agreed upon that a co-chair signature would be required prior to any payment.**

#### **Old Business**

- 10.01.09.a Continued discussion of the Project Contract and schedule. Committee found areas that require revisions with the draft of the contract. There are items that need to be corrected and items that are generic that do not pertain to the project. Chairman to update the draft
- 10.01.09.b A new format for displaying the minutes was described and discussed. It should be easier to track carry-over of a particular topic and target closure more efficiently.
- 10.01.09.c Chris Flanagan reported that he continues to look for historic photographs taken along Main Street near 37 and 51 Main Street. No returns to his requests yet, despite multiple contacts.
- 09.10.09.a Preliminary Discussion with David Stein and Dean Petrucelli of Silver/Petrucelli & Associates
- 09.10.09.b Committee members introduced themselves to the Silver/Petrucelli representatives and described their roles in town. David Stein and Dean Petrucelli are principals with Silver/Petrucelli & Associates. Mr. Stein will be the Project Manager and Mr. Petrucelli will work closely with him throughout the Project as another lead contact with the firm, so as to ensure continuity.
- 09.10.09.c Status of the contract was generally discussed. No edits have yet been made to the copy sent to the First Selectman's office. It is supposed to go to CIRMA first, then on to legal counsel. Dean Petrucelli said their team will be ready to commence first phase work at their own risk pending the signing of the contract. The committee members will review the contract and comment

during the review process.

- 09.10.09.d There was a brief and general discussion of the Project schedule. A preliminary version of the schedule was distributed.
- 09.10.09.e An inquiry was made of the Committee about the role of the existing structures at 37 and 51 Main Street in the Project. The Committee agreed that there is not as yet consensus as to the ultimate use of the structures. The Committee would still like to look at the feasibility of having the buildings incorporated into the overall plan, as was stated in the RFP document. The Committee will remain open to considering options as the feasibility work continues. Duncan Milne said the Historic District Commission would like to see the structures preserved as part of the Project.
- 09.10.09.f The needs assessment and the program were briefly discussed. Andy Meiman said the needs assessment identified by an earlier committee was updated by Scott Wright, Harry Hall and Francis Willett shortly after the Committee began meetings in November. David Stein said he would like to initiate contacts with them and also with the Fire Marshal and Resident State Trooper. There was some discussion about how to proceed with program development utilizing the existing assessment for reference. The designers are to form their own options and or verify existing assessment.
- 09.10.09.g There was a brief discussion about a budget and anticipated manner of financing. A final construction cost figure has not been set. The Committee's opinion is that the Project will be funded through bonding.
- 09.10.09.h Mr. Petrucelli asked if an eventual referendum should be tied to the November election. It was the Committee's opinion that doing so would be too soon, leaving just over four weeks after completion of the contract process.
- 09.10.09.i The next steps in the process will be:
  - a. for David Stein to set up interviews with the service chiefs, Fire Marshal, Emergency Management Director and Resident State Trooper.
  - b. To arrange building and property access. Frank Behrens will be the primary contact for firehouse access, and Dick McManus will be the contact for the other structures.
  - c. Get access to building drawings, historical photos, site plans. Chris Flanagan will search for old photos of the buildings for discussions relative to how the buildings may have changed over time.
- 09.10.09.j A distribution/ mailing list with Committee members' and key Town official's contacts will be forwarded to Mr. Stein.
- 09.10.09.k The Committee decided to keep meetings on the first and third Thursdays of each month, with the meeting schedule commencing on the first Thursday of October. New Business
- 09.10.09.l There were major discrepancies between the contract and the signed RFP.

Next Meetings in November 5<sup>th</sup> and 19<sup>th</sup>. Agenda's will be posted.

**Adjourn:**

**Motion to Adjourn Approved on voice vote. Meeting adjourned at 20:20pm**

Respectfully Submitted,

A handwritten signature in green ink, appearing to read 'Francis S. Willett', with a long horizontal flourish extending to the right.

Francis S. Willett – Secretary  
Public Safety Facility Renovations Planning Committee