

Received: December 11, 2009
Office of the Town Clerk

Public Safety Facility Renovations Planning Committee - Minutes
7:00 P.M. Thursday, December 3, 2009
Durham Fire House

Voting Members – In Attendance:

Frank Behrens, Christopher Flanagan, David Heer, B.J. Joyce, Andy Meiman, Ed Mik, Jr., Duncan Milne, Tom Wilt

Voting Members – Absent: Peter Lowe, Sue Wimler

Public - In Attendance: None

Ex-Officio Members – In Attendance: None

Ex-Officio Members - Absent:

Harry Hall, Scott Wright, Francis Willett

Call to Order – 7:05pm

1. Approval of the Agenda

Motion to approve: Ed Mik, Jr.

Second: Frank Behrens

Agenda approved on a voice vote.

2. Approval of Minutes

The last official meeting was October 29, 2009. Minutes of that meeting were not submitted.

3. New Business

12.03.09.a David Heer reviewed the discussion with David Stein (S/P) from November 19, 2009. Mr. Stein provided a preliminary project schedule of activities for Phase 1 (Conceptual Design) and Phase 2 (Schematic Design). It is anticipated that the preliminary activities in Phase 1 can be completed by early January. Upon reviewing the proposed schedule, the Committee felt that some additional time should be included for our review of the finalized program.

12.03.09.b David Stein would like to schedule a workshop with the Service Chiefs, Emergency Management Director, and Fire Marshal to review and refine the individual service's program requirements. He is open to having Committee members attend the workshop. Committee members wishing to attend should inform David Stein of their intent.

12.03.09.c There was a discussion about the current status of the three parcels of property (37, 41 and 51 Main Street). Duncan Milne commented on item 09.10.09.e in the October 1 minutes by suggesting the Committee should have a clearer statement regarding its opinion. Previous discussions by this Committee, the architect and recommendations by the previous study committee have consistently favored the combining of the parcels into one single property. That intent was made known to the First Selectman and to the Board of Selectmen in past discussion. David Heer recently asked Laura Francis for a status update regarding this issue. Mrs. Francis will forward a package including deed documents to the town attorney. Tom Wilt recommended that

the time frame be kept in mind because additional cost may result if action is delayed. The Committee would like an opinion about any potential legal issues that would prevent the town from going ahead with combining the parcels. If no legal issues exist, the Committee feels that any action to combine the parcels should wait until Conceptual Designs have been developed.

12.03.09.d There was a discussion of the minutes format and items that can be removed from Old Business. Items in Old Business will be carried over for one month unless there is general agreement to carry individual items over for an additional period. Chris Flanagan said he has not received any responses after contacting residents about historical photos of Main Street (10.01.09.c).

12.03.09.e The meeting schedule for 2010 was discussed briefly. It was agreed that the first and third Thursday meeting times work best. Ed Mik will put together and distribute a list of dates. The Committee will approve the dates at the next meeting.

4. **Old Business**

10.01.09a Continued discussion of the Project Contract and schedule. Committee found areas that require revisions with the draft of the contract. There are items that are generic that do not pertain to the project. There are some inconsistencies between the contract language, the proposed schedule of activities and the services specified in the RFP. Some of these areas were discussed in greater detail. David Heer will compile a list of comments regarding specific areas of concern and forward those to Silver Petrucelli for their review.

10.01.09b 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.

10.01.09c 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.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.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.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.

5. **Adjourn**

Motion to recess approved on voice vote. Meeting adjourned at 20:30

Respectfully Submitted,

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