

East Side Fire Station Building Committee Regular Meeting

Fire Station 8

349 Naugatuck Avenue, Milford, CT

Thursday, June 10, 2010

Call to Order: Chairman Healy called the meeting to order at 1715 hours. A quorum was present.

1. Roll Call

Committee members John Healy, Carmen Corvino, Alderman Bill Bevan, Judith Toohey, Alderman Phil Vetro and William Brennan. Also present were Chief Louis LaVecchia, Assistant Chief Al Zingaro, Battalion Chief William Healey, and Firefighter Eric Mohr.

2. Consideration of Minutes

Regular Meeting - May 27, 2010

Chairman Healy mentioned that the Minutes needed to be corrected to show that the next meeting would be held on June 10th, not June 17th.

Committee members Corvino and Toohey made and seconded a motion to accept the minutes of the May 27, 2010, meeting as corrected. Motion carried unanimously.

3. Remarks by Chairman

Chairman Healy reported that he, the Chief, and Committee Member Brennan visited the Mayor on the 7th to look at the information the Mayor had regarding the building of Station 8. He said that the information the Mayor had will be helpful in the building of the East Side Fire Station.

Chairman Healy passed around to the Committee the addendum to the RFQ that was sent out.

4. Tour of Station 8

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The Committee took a tour of Station 8. Battalion Chief Healy pointed out that the areas of Station 8 that were best liked were the kitchen, officers' quarters, and the apparatus floor.

5. Land Acquisition

Chairman Healy said that the New Haven Register ran an article regarding the building of the new Fire Station. He said that could suffice as the update on the land acquisition. The Chief said that a reporter from the New Haven Register was at the recent Board of Aldermen meeting and asked some questions of the Chief regarding the new station.

The Chief also reported that the City moved forward with an appraisal of the property, but that the results have yet to come back.

Committee Members Toohey and Vetro made and seconded a motion to reorder the agenda to look at the architects' qualifications. Motion carried unanimously.

6. Architect Selection Process

The Chief informed the Committee that the Department had received ten packages in response to the RFQ that went out. All ten packages were still sealed and brought to the meeting. The Chief suggested that the Committee Members first look through the checklist provided by each architect to see which ones meet the qualifications, and then the Committee would narrow down the architects to three to interview.

Committee Member Brennan suggested that three is a good number to start at, but if four meet the qualifications, they should interview four. The Committee agreed.

The Committee went through the architect packages to see who met the qualifications, and narrowed the selection down to three.

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Committee Members Brennan and Vetro made and seconded a motion that Architects BL Companies, DeCarlo & Doll, Inc., and Silver Petrucelli met the qualifications and should be sent letters for interviews. Motion carried unanimously.

7. Needs Assessment

Chairman Healy reminded the Committee that the needs assessment list was gone over extensively at the prior meeting on May 27th. Battalion Chief Healey said he would go over the list again to fine tune it. There was some discussion by the Committee regarding the needs assessment list.

8. New Business

Chairman Healy reported to the Committee that while at the Mayor's office, he reviewed the letters (acceptance, rejection) that were sent out to the architects for the building of Station 8.

Committee Members Toohey and Vetro made and seconded a motion for Chairman Healy and Committee Member Brennan to meet with the Chief to discuss the letters to be sent out to the architects. Motion carried unanimously.

The Chief discussed with the Committee the interview process, and suggested that the architects be required to limit their presentation to 30 minutes, with a 30-minute question period. Committee Member Vetro mentioned that perhaps an outline could be sent to the architects, and require them to stick to the outline during the presentation. The Chief agreed, and listed a working outline for them to follow.

1. Brief on current projects (basic service, schematic design)
2. Construction documents
3. Construction administration
4. Services not included
5. Compensation

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6. Schedule

The Chief then reiterated the normal process for funds for the building of the new station, and explained how the architect and builder will work together.

The Committee decided the next meeting date, which would begin the interviews, would be Monday, June 21st, 2010, at 5:30 pm at Fire Headquarters.

Chairman Healy suggested that the following meeting for the Committee be at Station 7.

9. **Adjournment**

Committee Member Corvino and Chairman Healy made and seconded a motion to adjourn at 2012 hours. Motion carried unanimously.

Recorded by C. Birney