

**East Side Fire Station Building Committee Regular Meeting**

**Fire Headquarters**

**72 New Haven Avenue, Milford, CT**

**Monday, July 19, 2010**

**Call to Order:** Chairman Healy called the meeting to order at 1805 hours. A quorum was present.

**1. Roll Call**

Committee members John Healy, Carmen Corvino, Alderman Bill Bevan, Judith Toohey, Alderman Phil Vetro, William Brennan, and John Jansen. Also present were Chief Louis LaVecchia, and Battalion Chief William Healey.

**2. Consideration of Minutes**

**Regular Meeting - June 30, 2010**

*Committee members Corvino and Vetro made and seconded a motion to accept the minutes of the June 30, 2010, meeting as presented. Motion carried unanimously.*

**3. Report of Chairman**

Chairman Healy reported to the Committee that he was in receipt of a letter from Silver, Petrucelli, & Associates; and that he had forwarded a copy of the letter to the rest of the Committee.

The Chairman also reiterated that the Committee had decided that once rejection letters had gone out to both Silver, Petrucelli, & Associates and BL Companies, no further action was needed.

Chairman Healy informed the Committee that he had sent a letter to DeCarlo & Doll, Inc., to inform them their firm had been selected. The Chairman requested of the firm that they provide him with a list of clients they had served and asked for a phone number and a point of contact.

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The Chairman and Vice-Chair Corvino contacted the previous clients of DeCarlo & Doll, Inc., and asked ten specific questions. They reported that they had received all positive feedback from the 14 clients provided.

#### **4. Meet with Architect**

Representatives of DeCarlo & Doll, Inc., were invited into the meeting. The members present were Peter Burns, Robert Grzywacz, Barry Froeberg, and Fred Clark. The firm was invited to discuss the contingencies presented in the acceptance letter; 1. fee negotiation, 2. compliance with the Committee's time line for completion and design, and 3. City funding.

Chairman Healy told the members of DeCarlo & Doll, Inc., about the positive feedback results.

Project Manager Peter Burns informed the Committee that the hourly rates would in fact be fixed, further explaining that whichever rate applied at the time of the contract would last for the length of the contract. The majority of the contract, however, would be lump sum, based on divisions of work, design, and planning.

Chief LaVecchia asked what would constitute as an outside cost, besides a change order. Vice President Grzywacz gave an example of a change to design during the construction phase, that would be considered an outside cost.

Project Manager Burns explained that the firm had thus far been working on the Department/Committee's needs assessment list. Discussion was held by all members of the Committee regarding the needs assessment. The Chief explained to everyone present the needs of the Department with regards to equipment storage, etc.

Vice President Grzywacz passed out to the Committee a breakdown the firm had done of square footage of the new station, using figures from the needs assessment, to get a preliminary total square footage of the building. Also passed out was the firm's projected time line, from site survey to occupation of the new building; Vice President Grzywacz explained the color coding key. The projected end date is November of 2011.

It was decided that the Department's senior staff, plus Chairman Healy and Committee Member Brennan, would meet with DeCarlo & Doll representatives on July 29<sup>th</sup> at 8:30

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am to conduct tours of Stations 7 and 8, and for further discussion of the needs assessment list.

**5. New Business**

Chairman Healy reported to the Committee that Committee Member Brennan would be attending the City of Milford's Planning & Zoning meeting the following evening, July 20<sup>th</sup>.

The Committee agreed the next regular meeting would be held on August 3<sup>rd</sup> at 6:00 pm at Fire Headquarters.

**6. Adjournment**

Committee Members Corvino and Brennan made and seconded a motion to adjourn at 2004 hours. Motion carried unanimously.

Recorded by C. Birney