

East Side Fire Station Building Committee Regular Meeting

Fire Headquarters

72 New Haven Avenue, Milford, CT

Thursday, September 9, 2010

Call to Order: Chairman Healy called the meeting to order at 1807 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, Assistant Chief Al Zingaro, Battalion Chief William Healey, Firefighter Eric Mohr, and from DeCarlo & Doll, Inc., Robert Grzywacz.

2. Consideration of Minutes

Regular Meeting - August 17, 2010

Committee members Corvino and Vetro made and seconded a motion to accept the minutes of the August 17, 2010, meeting as presented. Motion carried unanimously.

3. Report of Chairman

Chairman Healy reported to the Committee that subsequent to the August 17th Committee meeting, he and Committee Member Brennan met with Chief LaVecchia and his staff to “narrow” and “refine” the current building plan. This meeting was held on August 24th. Subsequent to that, another drawing was delivered from DeCarlo & Doll, Inc.

Chairman Healy and Committee Member Brennan also contacted Mayor Richetelli regarding the \$4 million budget. Chief LaVecchia, Committee Member Brennan, Chairman Healy, and Robert Grzywacz met with the Mayor earlier that day (September 9). As a result of that “productive” meeting, a letter of intent to purchase/sell the site for the new fire station was produced, and the letter would be brought to the Board of

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Aldermen the following week. At that same Board of Aldermen meeting, \$300,000 would be requested for the architectural fee by the Mayor.

The Chairman summarized for the Committee that “no decisions have been made”; however, two new drawings were in fact provided by DeCarlo & Doll for the Committee’s review. The first new drawing shows a 12,700 square-foot facility, which would encompass all of the Department’s needs; but the numbers would come in around \$5 million. The second new drawing shows a facility meeting the \$4 million mark, and that one is at 9700 square feet.

Mr. Grzywacz reported that the new timeline for completion puts the project one month beyond the original completion date.

The Committee Members asked questions of Mr. Grzywacz, the Chairman, and the Chief about the money being used for the contingency (if that would be available for use to add on to the new station), if the Department’s needs were being met with a 9700 square foot facility, and if the architectural fee is being included in the \$4 million figure. The Chief answered the architectural fee question by saying it’s still a “grey area”, but that the architectural fees usually go with the bond. The contingency fund is not included and is not “free money”; but nothing is certain until the drawing is completed.

Committee Member Brennan advised the Committee that getting on the site will be a big step in the way of finding out cost issues. The Chairman commented that site access would be soon, within the next two weeks.

4. Meet with Architect

Mr. Grzywacz explained to the Committee that “no one liked” the 9700 square foot facility; it works but can be better. He mentioned possibly adding another ten percent, based on the contingency fund. “We can go forward from tonight, making modest changes.” Mr. Grzywacz also explained when the project goes out to bid, several scenarios will be offered to the contractors, giving the option to take out pieces to keep the numbers down. He explained the process, indicating a set of forms would be used (i.e., scenario 1, bid; scenario 2, bid)

Committee Member Brennan commented that “everything is there; it’s just not as big”.

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Committee Member Toohey commented that in the bidding process, it is a good idea to offer “tweaking” options.

The 9700 square foot plan was passed around to the Committee. The Committee spent some time discussing among themselves the newest plan drawing.

The Chairman brought the meeting back to order. He told the Committee that the Chief and his staff would work on tweaking the drawing and would be providing their additions/reductions to DeCarlo & Doll by September 20th; DeCarlo & Doll would provide a new drawing based on those changes.

Chairman Healy commented that this 9700 square foot plan is a “worst case scenario”, and the new station might be a little bigger than this plan shows.

Committee Member Toohey, Chief LaVecchia, and Robert Grzywacz discussed the contingency fund some more, explaining that it might not be included in the \$4 million budgeted for the project; however, Mr. Grzywacz made the caveat that he didn’t hear an absolute on that from the Mayor.

5. New Business

Chairman Healy informed the Committee that the meeting scheduled for September 14th is canceled.

The next meeting for the Building Committee would be held on September 28th at 6:00 at Fire Headquarters.

Alderman Bevan explained to the Committee that Chairman Healy would be asked questions -- re: the process of choosing the architectural company -- at the next Board of Aldermen meeting. He explained that this is a standard procedure in order to get the \$300,000 architectural fee.

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Alderman Bevan then asked Mr. Grzywacz what the difference is between schematic design and design development; Mr. Grzywacz answered that schematic design is the floor plan and elevations, while design development adds the details, making the building “more constructionable” by building up layers of information.

The Chairman suggested that if any Committee Members wanted to meet with the Chief and his staff to discuss changes to the plans, they should contact the Chief at his office. The Chief said he would be most happy to oblige, and would make time for any Committee Member.

Chief LaVecchia said the Department would provide copies of both the current 9700 square foot plan and the amended plan to the Committee at the next meeting on the 28th.

6. Adjournment

Committee Members Toohey and Bevan made and seconded a motion to adjourn at 1912 hours. Motion carried unanimously.

Recorded by C. Birney