

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

### **Fire Headquarters**

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

**Thursday, September 28, 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, Assistant Chief Al Zingaro, Battalion Chief William Healey, Fire Commissioner Thomas Riso, and from DeCarlo & Doll, Inc., Robert Grzywacz, Peter Burns, and Barry Froeberg.

#### **2. Consideration of Minutes**

##### **Regular Meeting - September 9, 2010**

*Committee members Corvino and Toohey made and seconded a motion to accept the minutes of the September 9, 2010, meeting as presented. Motion carried unanimously.*

#### **3. Report of Chairman**

Chairman Healy reported to the Committee that the Board of Aldermen approved the purchase of the land, and that the City Attorney and DeCarlo & Doll are currently working on a contract.

The Chairman also told the Committee that he, Committee Member Corvino, and Committee Member Brennan had met with Chief LaVecchia and Mr. Grzywacz, and that the meeting had been very productive. They worked together to come up with a floor plan based on the \$4 million budget and 10 percent contingency fund.

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Chairman Healy noted that the previous floor plan was not what anyone had wanted, but that DeCarlo & Doll has been “great to work with”; and this newest conceptual drawing is acceptable.

The Chairman also informed the Committee that the timeline going forward is going to be tight,

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

Mr. Grzywacz passed around to the Committee the newest conceptual floor plan. He noted that this newest drawing had gotten “favorable comments” by the Department Staff. He explained that this drawing was the product of using the \$4 million number, and they were able to come up with an 11,000 square foot building.

Mr. Grzywacz explained to the Committee the floor plan, specifically explaining the “deduct alternates”, one being a spare room contingency piece that is 900 square feet gross.

The representatives from DeCarlo & Doll then handed out the site plan to the Committee. Mr. Grzywacz explained the zoning requirements, i.e., the 40-foot front yard. He also informed the Committee that Chief LaVecchia and DeCarlo & Doll would be meeting with Planning and Zoning on Monday, October 4<sup>th</sup>.

Mr. Grzywacz told the Committee that in the next few weeks they would be going into the schematic design phase. This current plan is “simple, straightforward, and efficient”. He also explained that the squares on the site plan are the existing buildings on the site.

The next handouts by DeCarlo & Doll were the budget and the comparison program, which were explained by Mr. Grzywacz. Committee Member Toohey asked about how the budget was going to work, considering that on the budget sheet handed out, it shows a projected \$92,000 overage. It was explained by Mr. Grzywacz and Chief LaVecchia how the deduct alternates and moving equipment around from existing stations would help ease those extra costs.

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Chairman Healy informed the Committee that DeCarlo & Doll has access to the site, and will be going to the site ASAP.

Mr. Grzywacz then passed out to the Committee and explained the newest timeline. He said that this is an “integrated schedule”, and that it would be continually updated. Mr. Burns assured the Committee that DeCarlo & Doll would report to the Committee continuously throughout the process to keep everyone up to date.

#### 5. New Business

Committee Members Brennan and Vetro made and seconded a motion to accept the Conceptual Floor Plan and the Conceptual Site Plan dated September 28, 2010, as presented by DeCarlo & Doll and further discussed by the full Building Committee; and To further accept, the Construction Cost Summary and Program Space Comparisons as submitted by DeCarlo & Doll dated September 28, 2010; and To further direct DeCarlo & Doll to proceed with the Site Survey/A-2 Map and the Geotechnical Analysis outlined in the September 7, 2010 proposal letter from DeCarlo & Doll, which will be part of the overall contract, which is being processed by Corporation Counsel, Winthrop S. Smith. Motion carried unanimously.

Committee Members Brennan and Bevan made and seconded a motion that DeCarlo & Doll, Inc. and their staff and/or subconsultant can access the site as representatives for the City of Milford to carry out these needed services, in order to maintain the overall project schedule. Motion carried unanimously.

Committee Members Brennan and Corvino made and seconded a motion that DeCarlo & Doll prepare bid packages for the Preliminary Site Work and for the Footing and Foundation plans and that a separate bid package for the facility contract be prepared in accordance with the schedule presented early by DeCarlo & Doll. Motion carried unanimously.

The Committee decided the next regular meeting would be held on October 19<sup>th</sup> at 5:30 at Fire Headquarters.

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**6. Adjournment**

*Committee Members Corvino and Bevan made and seconded a motion to adjourn at 1904 hours. Motion carried unanimously.*

Recorded by C. Birney