

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

**Fire Headquarters**

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

**Wednesday, October 10, 2012**

**Call to Order:** Chairman Healy called the meeting to order at 1922 hours. A quorum was present.

1. **Roll Call**

Committee members John Healy, Carmen Corvino, William Brennan, Bill Bevan, and Jack Jansen. Also present were Chief Louis LaVecchia, Retired Battalion Chief William Healey, and Battalion Chief Dan DelVecchio; from DeCarlo & Doll, Inc., Emanuel Machado.

2. **Consideration of Minutes**

**Regular Meeting - September 19, 2012**

Committee Members Corvino and Brennan made and seconded a motion to accept the minutes of the September 19, 2012, regular meeting as presented. Motion carried unanimously.

Committee Member Jansen abstained as he was not present at the last meeting.

3. **Report of Chairman**

Committee Members Corvino and Jansen made and seconded a motion to amend the agenda to add and enter executive session to discuss a legal issue regarding the contract. Motion carried unanimously.

The Committee invited Chief LaVecchia, Battalion Chief DelVecchio, Ret. Battalion Chief Healey, and Mr. Machado to remain during executive session.

The Committee entered executive session at 1924 hours.

Committee Members Corvino and Brennan made and seconded a motion to return to open session. Motion carried unanimously.

The Committee returned to open session at 1936 hours.

Chairman Healy reminded the Committee that commissioning had been discussed early on in the project. He said the Committee had not signed a contract with CES, and had

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asked Mr. Machado to provide a list of commissioning companies for the Committee to choose from. Committee Member Brennan contacted IES, who submitted a proposal for the Committee to review.

Committee Member Brennan consulted an outside architect and learned it is better to have a separate company from the engineering company do the building commissioning. A proposal for the commissioning was submitted at \$7,000. A recheck of the system in ten months would be an additional \$1,200. Chairman Healy noted that training sessions on the equipment is the responsibility of the contractor. In the original proposal from CES, training sessions were included. Committee Member Brennan noted some of the items in the CES proposal are covered in the contract with Salce Contracting. The Chairman said CES proposed doing the commissioning for \$12,000. Ret. Battalion Chief Healey commented that having the recheck of the system in ten months is a good idea. Committee Member Bevan inquired if the commissioning is done prior to occupation of the building, and the Chairman affirmed that statement. Committee Member Bevan asked if Salce Contracting will still be available during the commissioning process to repair anything that is found by the commissioning company; Committee Member Brennan said yes.

The Chairman passed the IES commissioning proposal around to the Committee.

*Committee Members Jansen and Bevan made and seconded a motion to hire IES for building commissioning. Motion carried unanimously.*

The Chairman said he will ask IES for a formal proposal for a recheck in ten months.

Chairman Healy noted if Salce Contracting finishes the power disconnect by Friday, October 12<sup>th</sup>, the Chairman believes the building can reach substantial completion by October 31<sup>st</sup>. He said there are several punch-list items remaining. The traffic control sign is not yet completed.

The Chairman commented that there are some issues with insulation presently and Mr. Machado is addressing the issue. Salce Contracting is still working to reach substantial completion, but substantial completion can't be reached without the consent of the architect.

Chairman Healy reported a bill from DeCarlo & Doll had been received and suggested it be tabled until a future meeting for more analysis.

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The Chairman said there is a crack in the apron that was known about and has migrated in to the apparatus bay floor. Mr. Machado is doing some investigation to see what steps need to be taken for remedy.

Chairman Healy said the building is being cleaned. He added an invoice was received for the panel next to the dishwasher, which the Committee approved at a previous meeting. He said in the kitchen there is a piece of ductwork that is unsightly, and will have Ret. Battalion Chief Healey obtain a quote from the vendor who provided the panel next to the dishwasher for an enclosure for the open ductwork. Chairman Healy added that enclosing the ductwork will also be more sanitary.

#### **4. Architect Report**

Mr. Machado reported a payment application was received and analyzed. He said he is recommending the Committee approve the payment application which includes \$24,395.48 for allowances.

He added that the Committee is holding about \$168,000 in retainage, and roughly \$92,000 is left on the entire contract. He noted the traffic signal work is incomplete and payment was requested in the recent payment application, but because it is incomplete he is not recommending the Committee approve that portion of the payment application.

Mr. Machado reported there are no new change orders. He said the previous change order regarding drywall work had been reneged on by Salce Contracting at the last minute. He said he had a meeting with Salce Contracting last week to discuss these issues, specifically going over any change orders that the Committee hasn't paid out on. Three open change orders are related to site work, three other open change orders regard metal studs and framing, and one is for the revised stair work.

Committee Members Jansen and Corvino made and seconded a motion to approve and pay the payment application to Salce Contracting, not to exceed \$75,000, pending analysis by Mr. Machado. Motion carried unanimously.

Mr. Machado recommended holding onto the payment until the traffic signal work and electrical work are completed.

Committee Member Bevan inquired if IES will do the commissioning on the electrical work; Committee Member Brennan said they will.

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#### 5. Financial Report

Ret. Battalion Chief Healey would like the Committee to send a thank-you letter to Robert's Service Center for moving the shed from Station 5 to the new station at no charge. He also asked for a thank-you letter to Milford Monument who moved the monument from Station 6 to the new station for no charge.

Committee Members Bevan and Corvino made and seconded a motion for Ret. Battalion Chief Healey to draft and send thank-you letters to the above-named companies. Motion carried unanimously.

Ret. Battalion Chief Healey asked Rob Pala for a quote to clean and paint the shed, the hose rack, and the fuel tank for \$1,500 maximum. Chairman Healey said he had some interaction with this painter and he is reputable.

Committee Members Corvino and Brennan made and seconded a motion to hire Rob Pala to clean and paint the shed, the hose rack, and the fuel tank, at an amount not to exceed \$1,500. Motion carried unanimously.

Committee Members Jansen and Corvino made and seconded a motion to approve and pay an invoice to Samuel Sabin for \$575 for stainless steel work in the kitchen. Motion carried unanimously.

Committee Members Corvino and Jansen made and seconded a motion to purchase a steel-based, maple-topped work bench for the gear locker room from Grangers for \$354.60. Motion carried unanimously.

Ret. Battalion Chief Healey reported having discussions with members of Station 5 and 6 about kitchen supplies. Chairman Healey said he and Committee Member Brennan went to both stations to see what supplies are available. Ret. Battalion Chief Healey said he and Chairman Healey would go with a member of Station 6 to Globe Equipment in Bridgeport to purchase dinnerware for the station. Committee Member Brennan added stainless steel shelving and a commercial microwave should also be purchased at Globe. Chairman Healey suggested purchasing goose-neck sprayers for the sinks in the kitchen.

Committee Members Jansen and Corvino made and seconded a motion to pay the invoice in the amount of \$50 to Recording Secretary Colleen Birney from account 0040-4320-5527-4168-0000 (secretary). Motion carried unanimously.

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Committee Members Bevan and Corvino made and seconded a motion to transfer \$300 from the construction account to the secretarial account. Motion carried unanimously.

Committee Members Corvino and Jansen made and seconded a motion to pay an invoice to Universal Business Equipment \$1,319.01 for the apparatus bay map installation. Motion carried unanimously.

Ret. Battalion Chief Healey reported the bill for the furniture has been paid.

**6. Committee Reports: Dedication Ceremony**

Committee Member Corvino reported Committee Member Toohey requested a list of invitees for the ceremony from Chief LaVecchia.

**7. New Business**

The Committee decided to meet next on October 24<sup>th</sup> at 7:00 at Fire Headquarters.

**8. Adjournment**

Committee Members Bevan and Corvino made and seconded a motion to adjourn at 2035 hours. Motion carried unanimously.

Recorded by C. Birney