

East Side Fire Station Building Committee Regular Meeting

Fire Headquarters

72 New Haven Avenue, Milford, CT

Wednesday, November 28, 2012

Call to Order: Chairman Healy called the meeting to order at 1903 hours. A quorum was present.

1. **Roll Call**

Committee members John Healy, Carmen Corvino, Bill Bevan, Judith Toohey, Alderman Phil Vetro, and Jack Jansen. Also present was Acting Chief Robert Healey; from DeCarlo & Doll, Inc., Emanuel Machado.

Committee Member Brennan was excused.

2. **Consideration of Minutes**

Regular Meeting - November 14, 2012

Committee Members Corvino and Toohey made and seconded a motion to accept the minutes of the November 14, 2012, regular meeting as presented. Motion carried unanimously.

3. **Report of Chairman**

Chairman Healy reported the building has not reached Substantial Completion.

Committee Members Toohey and Bevan made and seconded a motion to enter executive session to discuss Substantial Completion and the Certificate of Occupancy. Motion carried unanimously.

The Committee asked Acting Chief Healey and Mr. Machado remain during executive session.

The Committee entered executive session at 1905 hours.

The Committee returned to open session at 1930 hours.

The Chairman reported he and Mr. Machado had a discussion regarding the trip lights for dispatch system, otherwise referred to as the “house lights”. A directive will be issued on November 29th. The amount agreed to on the directive is not to exceed \$16,000.

Also discussed was testing and balancing the HVAC system. Written reports will be provided by Salce Contracting next week. Ret. Battalion Chief Healey has been provided the IP numbers from the Milford IT Department.

The Chairman asked the Acting Chief if he could provide appropriate personnel on-site to receive system training on December 4th at 10 am. The Acting Chief asked if the Chairman

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realizes there will be a cost associated with having Department members present at the training meeting. The Chairman suggested having someone videotape the training session for viewing by other Department members. The Chairman also said the date is tentative and can be changed to accommodate the Department's needs.

The Chairman said the gear washer has been hooked up. Ret. Battalion Chief Healey will call the manufacturer due to an issue with a valve.

The electrician was on site today. The two lights over the building signage have been installed. Dorm room 2 and FA panel smoke detector installation will be completed in the next couple of days. Salce Contracting represented that another electrician will provide an outlet closer to the water fountain in the gym room. Written documentation will be provided that all duct work has been cleaned by a third party.

Chairman Healy said Mr. Troy Dixon was at the site this morning and will provide a written report highlighting a way to provide proper access points. Committee Member Vetro inquired if this would be some sort of a platform. The Chairman said he does not know what will be in the report, but all that information will be provided.

The Chairman discussed punch list items. The Chairman said the commissioning report contained an issue with a water heater being supported by bricks but it has been remediated.

The decorative lights on the exterior will be installed shortly. One door lock needs to be corrected. One overhead door that hadn't been functioning properly was fixed today. There is a minor dent in the stainless steel countertop in the kitchen that will require a credit.

There are items that need to be completed that might fall under the purview of the contract and DeCarlo & Doll will investigate further. The Chairman said these things are minor and would not hold up Substantial Completion.

Committee Members Vetro and Jansen made and seconded a motion to issue a Directive to install the dispatch trip light system for an amount not to exceed \$16,000. Motion carried unanimously.

The Chairman said someone burned their tires on the apron of the station driveway and there was slight damage to one of the overhead doors as a result.. The Chairman suggested calling the Police Department to file a report. There hasn't been any other incident. He said there was no permanent damage to the overhead door and slight damage to the asphalt on the apron. The police will keep an eye on the area until the Department occupies the building.

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Chairman Healy said the Committee is hopeful the project will be completed soon. Committee Member Vetro said he called the Building Inspector's Office today to gauge the speed in which Certificate of Occupancy (CO)s are issued; he said they are moving very quickly. Chairman Healy stated the CO and Substantial Completion should be attained contemporaneously. Mr. Machado said the contractor is stating they are ready for a CO. Mr. Machado said he would be happy to sign off on Substantial Completion if he gets all the proper documentation that all the remaining items have been addressed and fixed/completed. Chairman Healy said he will schedule a building inspection.

4. **Architect Report**

No report.

5. **Financial Report**

Committee Members Vetro and Toohey 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.

Chairman Healy said he received an email from Battalion Chief Turner regarding the budget. Any money that is owed to Salce Contracting has already been set aside.

Committee Member Bevan inquired if Ret. Battalion Chief Healey is still working with the Committee. The Chairman said he is but was not available tonight for the meeting; Acting Chief Healey has been accounting Ret. Battalion Chief Healey's time.

6. **Committee Reports: Dedication Ceremony**

No report

7. **New Business**

The Committee decided to meet next December 19th at 7:00 at the East Side Fire Station.

8. **Adjournment**

Committee Members Vetro and Toohey made and seconded a motion to adjourn at 1955 hours. Motion carried unanimously.

Recorded by C. Birney