

Fire House #2 Building Committee



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**FIRE HOUSE #2 BUILDING COMMITTEE REGULAR MEETING  
08 NOVEMBER 2017**

**NOTE: THESE MINUTES ARE SUBJECT TO CHANGE AND APPROVAL AT  
A FUTURE MEETING OF THE COMMITTEE**

**CTO**

Committee Member Kevin Czarniecki called the meeting to order at 7:42 p.m. In attendance were Committee Members Ron Hitter, Ross Tartell and David Waters. Also in attendance were Chris Burney, Facilities Director of the Town of Wilton, Rob Sanders and Dave Chaloux.

**MINUTES**

Mr. Hitter made a motion to approve the minutes of the October 25, 2017 meeting. The motion was seconded by Mr. Tartell. Motion carried 4-0.

**PUBLIC COMMENT**

There was no comment by members of the public.

**BUDGET UPDATE AND ACCOUNTING**

Mr. Burney reported that not all of the bills for the oil tank and drywell removal have been received, but it is anticipated that the cost will be less than originally thought. Once the total cost is known a determination will be made as to whether these costs should be allocated to the project or to the BOS.

**UPDATE STATUS OF WATER SUPPLY AND SURVEY**

Mr. Burney informed the Committee that the RFP for the water installation will be issued this week, and that the Committee should be in a position to select the contractor at the December 13, 2017 meeting.

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TOWN OF WILTON  
2017 NOV - 9 A 9:31  
BY: at

The surveying work has commenced, both to provide a Class A-2 survey of the Fire House property and to stake the appropriate property lines. All survey information will be available for the RFP process.

### **OIL LEAK AND OIL TANK REMOVAL**

Mr. Burney informed the Committee that all samples taken following the removal of the tank and drywell tested negative or mildly positive (for gasoline, but no detected diesel), and that all samples along the property line were clean.

### **UPDATE STATUS OF A&E PLANS AND PROCESS**

Mr. Sanders reported that he had met with representatives of the Department to review program needs. He provided the Committee with an updated two-floor plan and associated preliminary elevations, with approximately 600 square feet of living space upstairs that would include four bunkrooms, a full bathroom and laundry facilities. The additional space makes the entire building more functional. Mr. Sanders noted that his very preliminary cost estimates indicate that the project is not outside of the order of magnitude contemplated for the project, but that formal cost estimation has to be performed. Mr. Burney reported that the BOS would like the Committee, when it presents to the BOS, to be prepared to provide an assessment and rationale for the two-story design preference. Mr. Sanders reported that the preliminary plans are being distributed to the consultants; he has already received a first round of comments from the structural engineer and expects HVAC comments within a week. He is still holding to the anticipated schedule of preparing schematics and some cost backup for a meeting with the BOS on December 18, 2017.

### **TIMELINES AND MILESTONES**

Mr. Sanders distributed an updated timeline. The Committee reconfirmed that the BOS meeting on December 18, 2017 is the critical path item and that this timing is still feasible. The Committee also noted that an open house for the neighbors will be held on December 2, 2017 at which time they will be able to see the draft design.

### **MATTERS FOR NEXT MEETING**

The next meeting of the Committee will be on Tuesday, November 21, 2017 at 7:30 p.m.

The Committee agreed that topics on the agenda for the next meeting will include the same topics as those of the current meeting. Other topics may be added to the agenda as the Committee deems appropriate, subject to notice requirements.

### **PUBLIC COMMENT**

Mr. Chaloux expressed his thanks on behalf of the Department for the work Mr. Sanders has done in advancing the project and its design.

**ADJOURNMENT**

At 8:42 p.m., a motion to adjourn the meeting was made and seconded and passed 4-0.

Respectfully submitted,

David Waters, Acting Recording Secretary