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BY: LK

Fire House #2 Building Committee



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**FIRE HOUSE #2 BUILDING COMMITTEE REGULAR MEETING
28 JUNE 2017**

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

CTO

Chairman Rich McCarty called the meeting to order at 7:42 p.m. In attendance were Committee Members Kevin Czarnecki, Ron Hitter, Ross Tartell and David Waters. Also in attendance were Fire Chief Ronald Kanterman, Chris Burney, Facilities Director of the Town of Wilton and Dave Chaloux.

MINUTES

Mr. Tartell made a motion to approve the minutes of the June 21, 2017 meeting. The motion was seconded by Mr. Hitter. Motion carried 5-0.

PUBLIC COMMENT

There was no comment by members of the public.

BUDGET UPDATE AND ACCOUNTING

Mr. Burney reported that the budget placeholder is still \$900,000, and that the First Selectman is confident that the funds necessary to provide the water service will be available when needed.

STATUS OF WATER SUPPLY

Mr. Hitter reported that he had obtained a survey of the adjoining property owner's property and will continue to reach out to the homeowner to discuss the possibility of an easement for the water line. Mr. Burney will update the Land Trust. Once the Committee has determined the approximate location of the water line it will be possible to bid the installation.

STATUS OF SURVEY DRAWINGS

Mr. Waters reported that he and Doug Faulds had exchanged messages. Mr. Waters noted that while the Committee needs to know the approximate location of the water line and the commitment of the property owner(s) to grant easement(s), the actual mapping of the easement(s) may be better left until the water line is installed so that the installation location can be adapted to field conditions.

STATUS OF REQUEST FOR PROPOSALS FROM ARCHITECTS AND ENGINEERING FIRMS

Mr. Burney reported that four proposals had been received in response to the RFP, and copies of each proposal were given to the Committee members. The Committee agreed that if they had any questions with respect to the proposals then they would email those questions to Mr. Burney, and Mr. Burney would answer the questions at the next Committee meeting so that all Committee members would have the benefit of the information. Mr. Burney indicated that the responses represent a variety of viewpoints and expertise, but that the Committee should be able to select a party to work with from the proposals provided.

WILTON LAND TRUST EVENT

The Committee briefly discussed the Wilton Land Trust event near Fire House #2 on August 12, 2017.

TIMELINES AND MILESTONES

The Committee agreed that it was important to establish timelines and milestones so as to ensure that the activities of the Committee are performed within the expected timeframe. Mr. Tartell agreed to draft a list of proposed milestones and dates and to circulate the list to the Committee members prior to the next Committee meeting, for discussion at that meeting.

REVIEW OF NEXT MEETING AGENDA TOPICS

The Committee agreed that it will meet on July 11, 2017 in lieu of the regularly scheduled meeting date of July 12, 2017.

The Committee further agreed that topics that will be included in the agenda for the next meeting will be the same topics as those of the current meeting, and that further agenda items will be a review of the responses to the RFP (with a possible executive session to discuss contract matters following that review) and a review of the Committee's work process and timelines. Other topics may be added to the agenda as the Committee deems appropriate, subject to notice requirements.

The Committee further agreed that if the Committee short lists the parties who responded to the RFP at the meeting on July 11, 2017, then the following meeting of the Committee will be held on July 18, 2017 for in person meetings with the short listed parties.

The next following meeting of the Committee would be the regularly scheduled meeting on July 26, 2017.

PUBLIC COMMENT

There was no comment by members of the public.

ADJOURNMENT

At 8:15 p.m., a motion to adjourn the meeting was made and seconded and passed 5-0.

Respectfully submitted,

David Waters, Acting Recording Secretary

