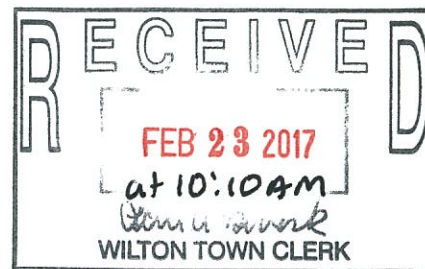


Fire House #2 Building Committee



Town Hall
238 Danbury Road
Wilton, Connecticut 06897
Tel: (203) 563-0100
Fax: (203) 563-0299

**FIRE HOUSE #2 BUILDING COMMITTEE REGULAR MEETING
22 FEBRUARY 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 7:30 p.m. In attendance were Committee Members Kevin Czarnecki, Ron Hitter, Ross Tartell and David Waters. Also in attendance were Chris Burney, Facilities Director of the Town of Wilton and Fire Chief Ronald Kanterman.

MINUTES

Mr. Waters made a motion to approve the minutes of the January 25, 2017 meeting. The motion was seconded by Mr. Hitter. Motion carried 5-0.

PUBLIC COMMENT

There was no comment by members of the public.

FOIA ISSUES

Mr. Burney informed the Committee that there have been numerous Freedom of Information Act complaints filed against the Town, and as a result there is a renewed focus on making sure that all Town entities are in strict compliance with FOIA requirements.

BUDGET

Mr. Burney confirmed that the initial \$90,000 in funds allocated to the Committee for design and engineering is included in, and not in addition to, the \$1 million project budget that the Board of Selectmen has authorized. Mr. Burney reported that approximately \$10,000 has been spent or committed to date.

REVIEW OF PRIORITIZATION OF SOR

Mr. Burney informed the Committee that it should determine which items from the Statement of Requirements are necessary and which are desired but not essential, so that appropriate guidance can be provided to A&E firms. Chief Kanterman reported that the list he had provided to the Committee was in the Fire Department's recommended priority order. Because the budget for the project is tight it will not be possible to perform all of the items on the list.

The Committee reviewed the list of those matters on the approved SOR. Specific questions were: (a) What items are necessary, either legally to comply with applicable codes or for required functions or contract obligations, and what items are desirable but not necessary? (b) Are there items that can be performed later, which we do not need to have the A&E team address now? (c) Are there items that, if we don't do them now, we will not realistically be able to do in the future? (d) Are there items that could be financed in the future, either by themselves or as part of a larger related project? Following review of the list, Mr. Burney was tasked with the following action items:

1. Review current roof height and configuration, and options to increase bay door heights. The ladder truck has a height of 11'5" when on flat ground so a clear bay height of 14' is necessary to provide access.
2. An acceptable high speed communication system is necessary but may appropriately be outside the scope of the Building Committee project.
3. Investigate possible traffic warning signals that may be installed on Route 33, preferably solar powered.

DISCUSSION OF RFP PROCESS

Mr. Burney will review the Committee discussion on the SOR priorities and will prepare documentation which will form the basis for the RFP. This will be provided to the Committee members prior to the next meeting, for discussion at the meeting.

PUBLIC COMMENT

There was no comment by members of the public.

ADJOURNMENT

At 8:37 p.m., a motion to adjourn the meeting was made and seconded and passed 5-0.

Respectfully submitted,

David Waters, Acting Recording Secretary