



Fire House #2 Building Committee



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**FIRE HOUSE #2 BUILDING COMMITTEE SPECIAL MEETING  
29 SEPTEMBER 2016**

**CTO**

Chairman Rich McCarty called the meeting to order at 7:33 p.m. In attendance were Committee Members Kevin Czarnecki, Ron Hitter, Phil Reeves, Ross Tartell and David Waters. Also in attendance was Chris Burney, Facilities Director of the Town of Wilton.

**MINUTES**

Mr. Reeves made a motion to approve the minutes of the September 13, 2016 meeting. The motion was seconded by Mr. Waters. Motion carried 6-0.

**UPDATE ON FOIA REQUIREMENTS**

Mr. Burney informed the Committee that the Town is sensitive to the need to comply with the Freedom of Information Act ("FOIA") and wants to be sure that all commissions and committees are aware of the basic requirements. He then reviewed the three types of meetings (regular, special and emergency) and the implications with respect to agenda items in each case. Draft minutes must be submitted to the Town Clerk within seven business days following a meeting. If minutes are not submitted within 72 hours following the meeting, then a separate record of the votes which sets forth everything on which a motion was made and the vote count on that motion must be submitted within the 72-hour period.

**REVIEW OF DRAFT SOR**

Casey Healey, Chair of the Fire Commission, Chief Kanterman and Mr. Burney had met prior to the Committee meeting to review the Statement of Requirements ("SOR"). The document was getting too large and unwieldy so it was reformatted and the last page of bullet points is a list of concepts that are generally acknowledged about the project. The Committee noted that Fire House #2 will not be operational during construction, and the Department will need to address operational issues while construction is ongoing but this is not within the purview of the Committee. Mr. McCarty made a motion to support the

recommendations contained in the SOR as revised to September 29, 2016. The motion was seconded by Mr. Czarnecki. Motion carried 6-0.

#### **UPDATES ON TEST WELL**

Mr. Burney reported that the Land Trust property had been mowed at a cost of \$452.00. Mr. Burney reported that he had sent an RFP for the test well to three companies, but only one had responded and their quote was for approximately \$1,000 less than their prior quote for the same activity. Mr. Burney will meet with Mr. Nachbar to advance this, and once Mr. Nachbar has selected a location for the test well Mr. Burney will contact the Land Trust to obtain their agreement and consent to proceed. Upon receipt of such approval it will take Mr. Nachbar 5-7 business days to drill the well.

#### **PUBLIC COMMENTS**

There were no comments from the public.

#### **MEMBER COMMENTS**

There were no comments from members of the Committee.

#### **REVIEW OF FUTURE MEETING DATES**

Following discussion, the Committee agreed upon the following dates for future meetings: October 27, 2016; November 9, 2016; November 22, 2016; and December 14, 2016. The previously contemplated meeting on October 11, 2016 will not be held. The Committee noted that at the October 27, 2016 meeting the results of the test well activity should be known. This would allow for development and issuance of an RFP in November, with responses in December. A budget for the improvements, but not final design, needs to be in place by the Town Meeting in May in order to obtain Town approval and bonding. An open house at Fire Station #2 should occur in Spring 2017 so that the public can tour the facility and educate itself on current conditions, which will allow for meaningful discussion at the Town Meeting as to the merits of the proposed renovations.

#### **ADJOURNMENT**

At 8:20 p.m., a motion to adjourn the meeting was made and seconded and passed 6-0.

Respectfully submitted,

David Waters, Acting Recording Secretary