

Fire House #2 Building Committee



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FIRE HOUSE #2 BUILDING COMMITTEE REGULAR MEETING
11 July 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 7:35 p.m. In attendance were Committee Members Kevin Czarnecki, Ron Hitter and Ross Tartell. Also in attendance were Chris Burney, Facilities Director of the Town of Wilton, Fire Chief Ron Kanterman, and Fire Fighter Eric Tucker.

MINUTES

Mr. McCarty made a motion to approve the minutes of the June 28, 2017 meeting. The motion was seconded by Kevin Czarnecki. Motion carried 4-0.

PUBLIC COMMENT

There was no public comment.

BUDGET UPDATE AND ACCOUNTING

There was no discussion.

UPDATE STATUS OF WATER SUPPLY AND SURVEY DRAWINGS

The Campbells have been contacted. The committee discussed that two separate two-inch pipes would be necessary for the well. One pipe would carry water and the second would be for conduit. Final details are yet to be determined.

WILTON LAND TRUST EVENT – AUGUST 12, 2017

The Fire Department is ready to support the event.

REVIEW OF RFPs

Mr. Czarnecki has done some work with one of the firms submitting RFPs. He worked with them several years ago. This led to a thorough discussion regarding potential conflicts of interest. After exploring the issue, the committee decided that there was no potential for conflict of interest.

The committee discussed the content and qualifications of the four submissions. Submissions were from Doyle/Coffin Architecture, Lathrop Associates LLP Architects, Rob Sanders Architects LLC, and Silver Petrucelli & Associates.

As part of the discussion, it was noted that the architectural firms must provide information regarding two critical decisions:

1. The design and cost of the overall project.
2. The individual design elements and their cost so that the committee can identify opportunities to achieve “must have” functionality and what else might be included for budget planning purposes.

After discussion, the committee decided to invite the four firms in for interviews. Interviews would be held on two separate days, and there would be two firms interviewed each day.

The schedule would be as follows:

Two firms, based on availability, on July 18 from 6 – 8 PM. Meeting to be held at Comstock Community Center.

Two firms, based on availability, on July 19 from 3-5 PM. Meeting to be held at Comstock Community Center.

MATTERS FOR NEXT MEETING

The Agenda for the next two meetings would be:

Call to order
Presentation 1
Presentation 2
Executive Session
Return from Executive session
Public Discussion
Adjourn

Chief Kanterman will schedule a room for the presentations and ensure there is appropriate AV equipment.

TIMELINES AND MILESTONES

Project timelines were reviewed. Ross Tartell will reformat and update the project timeframes.

PUBLIC COMMENTS

There were no comments from the public.

FUTURE MEETING DATES

The Committee determined that the next scheduled meetings of the Committee will occur on July 18, 2017 from 5 – 7 PM and July 19, 2017 from 3 – 5 PM at Comstock Community Center.

ADJOURNMENT

At 8:35 p.m., a motion to adjourn the meeting was made and seconded and passed 5-0.

Respectfully submitted,

Ross Tartell, Acting Recording Secretary

