

**BUILDING COMMITTEE
MINUTES MAY 18, 2012
PUBLIC HEARING
APPROVED**

Present: Jack Petropoulos, Chairman; Jeremy Januskiewicz, Vice Chairman; Mike Bouchard, Clerk; Val Prest; Halsey Platt; Susan Daly, Ex-Officio; Chief Joe Bosselait, Ex-Officio
Also Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Land Use Assistant

Chairman Petropoulos called the meeting to order at 9:04am.

Mr. Bouchard made a motion to approve the minutes of April 4, April 6, April 12, April 20, April 23 and April 27, 2012. Mr. Januskiewicz seconded the motion.

Mr. Prest amended the above motion to include formatting edits on the April 27th minutes. Mr. Bouchard seconded the amended the motion. All were in favor with a unanimous vote.

Town Manager Haddad handed the committee members a copy of the RFQ and explained that it had been advertised that Wednesday in the Central Register and added that they had already had 12 requests. All proposals were due in by June 7th at 10am. He explained that once the proposals had been received at town hall, the committee members could stop in to obtain a copy to review and further discuss at a future meeting. Town Manager Haddad discussed the professional experience that was both required by law and what the Town was requiring and the scope of services that was going to be required (such as attending meetings, advising the committee, etc). Town Manager Haddad also talked about whether or not the committee thought a Clerk of the Works was necessary or whether the Project Manager could perform those duties. It was explained that a Clerk of the Works would keep a daily record of everything that happened on the site to include things like keeping track of the weather and deliveries.

Mr. Bouchard asked how it related to the RFQ. Town Manager Haddad said that the RFQ stated that the Project Manager could serve as the Clerk of the Works but there was the option to hire both depending on the recommendation from the committee.

Chairman Petropoulos asked if there was money in the budget to hire a Clerk of the Works and a Project Manager. Town Manager Haddad said that there was \$150K in the budget and that they could hire both a Clerk of the Works and a Project Manager. Mr. Prest said that it would be good to hire a firm with teams that have the experience the committee was looking for. Town Manager Haddad asked if an individual might be better to hire for this project rather than a firm. That one person would be on site from start to finish. Mr. Prest said that a Project Manager should have experience managing a team and that they could make it a prerequisite of a firm to assign one individual Project Manager to the site.

Town Manager Haddad asked if it would be more valuable for the Town to have an architect or an engineer on site. Mr. Prest said that he thought an architect would be more valuable. He said that in order for architects to become licensed they must be familiar with all areas of engineering in order to pass their exam. This makes them more well rounded. Mr. Platt said that Mr. Prest's assessment was accurate but asked if an engineer might be more beneficial especially when it came to problems that may arise. Mr. Prest said that even engineers don't always recognize a problem.

Chairman Petropoulos asked if there was a consequence for failure to complete the project on time. Town Manager Haddad said that there would be a penalty to the contractor for delays. He pointed out that there was a sample contract in the RFQ.

Chairman Petropoulos said that a matrix showing who had what authority would be helpful.

It was decided that interviews would be conducted on Thursday, June 14th beginning at 8:00am.

Town Manager Haddad said that the kick off meeting was scheduled for Wednesday, June 6th at 7:00pm. He said that a post card was going to be mailed out to each resident within the next week. There was a brief discussion of where to have the kick off meeting based on anticipated capacity and the ability to have live TV coverage. It was determined that the meeting on June 6th was going to be held at the Town Hall's second floor meeting room.

Mr. Platt said that one question remained open and may require some discussion. The question was whether or not the new fire station was going to be accessible to the public. He asked if the design engineers could be asked what they have found worked and not worked in the past and whether or not accommodations could be made to allow for public use. He said they only get to design this station once. Mr. Januskiewicz said that they needed to be very specific about what space they are referring to and thought that Mr. Platt was referring to public use of the training room. He said that they would not want the public having access to the entire station. Chief Bosselait said that they needed a secure building and couldn't make it so restrictive that the fire department had to constantly unlock doors. Town Manager Haddad said that if they thought that additional meeting space was needed that was one thing but if the facility was intended for more of a community use that was different. Mr. Bouchard said he didn't feel as though additional meeting space was required. Town Manager Haddad said that they would have a training room regardless and that the use of that room could be discussed over time. He thought it was a good question and should be discussed further.

Ms. Daly pointed out that the fire department currently does a tremendous amount of community outreach to include groups like the boy scouts but added that they needed a secure station for both the members of the fire department and the community.

Scott Harker asked if there was currently any outside training going on at the Public Safety building. Ms. Daly said there was but only when the fire department brought the groups in.

Mr. Prest made a motion to adjourn at 10:30am. Mr. Bouchard seconded the motion and all were in favor with a unanimous vote.

Respectfully submitted,

Dawn Dunbar
Land Use Assistant