

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

AGENDA

OSWEGATCHIE FIRE STATION BUILDING COMMITTEE

December 5, 2023

Oswegatchie Fire Station

2nd Floor Meeting Room

6:30 PM

1. Call to order
2. Pledge of Allegiance
3. Public comment
4. Opening remarks
5. Review and approval of meeting minutes, November 21st, 2023
6. Review of Program Manager RFP Comments
7. Letter status report to RTM
8. Unfinished Business
 - a. Phase 1 Environmental Study
 - b. Architect RFP Status
 - c. Building Committee Schedule Review
 - d. RFP evaluation / grading matrix
 - e. Status update Sub-Committee to *Gather and Tabulate Current Fire House Configuration and Future Needs*
9. New Business, Follow-on Actions
10. Adjournment

FIFTEEN ROPE FERRY ROAD



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Oswegatchie Fire Station Building Committee

Meeting

November 19, 2023

Meeting was called to order at 6:30pm

Pledge of Allegiance

Members Present: Robert Tuneski, Ted Olynciw, Rocco Bracciale, Wayne Gilpin, Michael Rochetti, Elizabeth Sabilla, Paul Rafuse, Matthew Blankenship, Richard Muckle

Members Absent: None

Guests: Twig Holland, Attorney Nick Kepple

Public Comment: None

Opening Remarks: None

Motion by Rocco Bracciale to approve minutes from the November 9th meeting, (Attachment 1)

Second: Wayne Gilpin

Yays: Wayne Gilpin, Rocco Bracciale, Beth Sabilia, Paul Rafuse, Michael Rocchetti, Ted Olynciw, Bob Tuneski

Nays: None

Abstentions: Richard Muckle, Matt Blankenship

A few rounds of comments and questions had been submitted by one of the committee members after the RFP for the architect had been approved by the committee. The comments were extensive, and exchanged by member Ted Olynciw and consultant Twig Holland. The series of email comments between the two was distributed at the meeting and is provided as (Attachment 2). The extent of comments being posed after the approval, suggested that perhaps they should be vetted through and shared with the entire committee for the benefit of

all, and if necessary the previous vote to approve could be rescinded pending this discussion. The chairman offered the floor to member Ted Olynciw to lead the committee through his comments, and/or discuss any other comments or questions he had regarding the RFP.

Although appreciative for the opportunity, Ted Olynciw indicated that it was not necessary to discuss them, citing that the vote was already held.

As a result of lessons learned from this experience, to insure that comments are visible to the committee and discussed during meetings as opposed to through email (which may not be as effective), the idea of a policy to insure transparent and timely commenting to documents was discussed. It was agreed that any questions or comments regarding a document submitted for review should be complete within 7 days, and that the comments/questions collected would be tabulated by the recording secretary and discussed and adjudicated at the next meeting.

Motion by Richard Muckle to adopt the policy as written above

Second: Paul Rafuse

Yays: Unanimous

The committee discussed the establishment of a sub-committee of members to identify and tabulate the configuration of the existing Oswegatchie Fire Station. This sub-committee would create a table of measurable attributes of the existing fire station for use as a basis of comparison for what is needed going forward. The actual needs going forward would be provided by Director Howley with inputs from paid and volunteer firefighters and the community. (Attachment 3) is an example table for compiling the relevant design information. This approach is akin to the Design History process introduced by the Chairman at a previous meeting. This information will be used as a basis for creating justifications for any changes and can be used as a discussion framework when making recommendations to the RTM.

Motion by Ted Olynciw to have a minimum of three members. These members would collect the information, tabulate it, and present it to the committee for review and concurrence.

Second: ?

Yays: Unanimous

After deciding to create a sub-committee, the Chairman solicited volunteers for the sub-committee. Rocco Bracciale, Wayne Gilpin, Paul Rafuse, and Matt Blankenship volunteered to serve on this sub-committee.

Motion by Richard Muckle to accept these four as the sub-committee

Second: T. Olynciw

Yays: Unanimous

Town Attorney Nick Kepple cautioned the sub-committee from emailing between themselves for fear of constituting an illegal meeting and that the sub-committee post their meeting dates with the Town Clerk.

Secretary Linda Finnegan compiled a list of dates for future meetings in 2024, and this was distributed to the Members and is provided as (Attachment 4). After, member Richard Muckle noted that the dates were only through July 2024. It was acknowledged that additional dates for the remainder of the year would be provided at the next meeting.

Motion by Beth Sabilia to approve and establish the meeting dates listed in (Attachment 4)

Second: Rocco Bracciale

Yays: Unanimous

NEW BUSINESS: The following topics were raised for discussion:

- a. Member Ted Olynciw asked for the status of the Phase I Environmental Study - it was noted that the request for it was delivered to the Town's Purchasing Agent, on August 28th, and that more detailed status would be provided at the next meeting.
- b. Member Ted Olynciw reported that he provides a status report of the Building Committee's progress at each RTM meeting, and will insure Secretary Linda Finnegan receives copies as well
- c. Member Ted Olynciw noted that not all of the meeting distributed information has been provided with the meeting minutes. He agreed to provide a list of what he believed was missing to Secretary Linda Finnegan.
- d. Member Ted Olynciw suggested that in preparation of receipt and evaluation of Proposals, that
 - Copies of the architect RFP that was ultimately sent to prospective bidders by the Purchasing Agent be distributed to the Committee,
 - A grading sheet be prepared to aid in evaluating each Proposal, (Consultant Twig Holland accepted action to do this) and
 - That the committee prepare a summary comparison table of all Proposals upon their receipt

Motion by Michael Rocchetti to adjourn

Second: Wayne Gilpin

Yays: Unanimous

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Meetings are held at 6:30pm at Oswegatchie Fire Department

441 Boston Post Road
Waterford, CT 06385

2024 **Meeting Schedule***

January 2, 2024

January 16, 2024

February 6, 2024

February 20, 2024

March 5, 2024

March 19, 2024

April 2, 2024

April 16, 2024

May 7, 2024

May 21, 2024

June 4, 2024

June 18, 2024

July 2, 2024

July 16, 2024

*Meeting schedule subject to change

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June 4, 2024
June 18, 2024
July 2, 2024
July 16, 2024
August 6, 2024
August 20, 2024
September 3, 2024
September 17, 2024
October 1, 2024

October 15, 2024
November 5, 2024
November 19, 2024
December 3, 2024
December 17, 2024

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