

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**Oswegatchie Fire Station Building Committee
Meeting Minutes
June 20, 2023**

Meeting called to order at 6:30pm by Chairman Robert Tuneski

Pledge of Allegiance

Members Present: Robert Tuneski, Mark Parker, Rocco Bracciale, Wayne Gilpin, Michael Rocchetti, Ted Olynciw

Not Present: Elizabeth Sabilia

Guests: Town Attorney Nick Kepple, Twig Holland, Chris Pafias, Dave Welch

- Public Comment: None
- Opening Remarks:
 1. Bob explained the agendas will be issued just prior to the meeting but compliant with town requirements pending information to be gathered.
 2. Bob provided copies of an "Oswegatchie Fire Station Notional Design Schedule" that he prepared to review and discuss.
- Ted Olynciw requested an amendment to the meeting minutes of June 6, 2023 as follows:
"In addition, Ted could not find any documents within the Town regarding the previously existing buried fuel tanks nor any removals or installation of new tanks."
- Motion to approve the minutes for May 16, 2023 and the minutes for June 6, 2023 as amended - Bob Tuneski
Second – Wayne Gilpin
Voting – Unanimous
- Attorney Kepple advised the committee to approach the Board of Selectmen (BOS) regarding waiving the bid process. He noted that a letter from the Chairman to the BOS

justifying waiving the bid process if it is viewed by the committee as the lowest cost best value solution for the Town, would be the way to proceed.

- Director Howley's Space needs update and Staffing update tabled.
- Motion to hold the next meeting on July 5, 2023 at 6:30pm – Matt Blankenship
Second – Wayne Gilpin
Voting – Unanimous
- It was decided via consensus that at the July 5th meeting a decision to continue with DRA or to proceed with an alternate approach, e.g. re-start the design process with another architectural / engineering firm. This decision point, is in general agreement with the notional schedule provided.
- Twig provided explanation of RFQ and RFP
 1. RFQ – Request for Qualifications – Invitation for firms to submit their qualifications. Committee would submit the minimum qualifications to be considered.
 2. RFP – Request for Proposal – Committee can set the requirements. A fee structure would accompany submittal.
- Action Items:
 - ✓ Ted to confirm amount of money paid to contractor DRA with Finance Director Kimberly Allen.
 - ✓ Twig to attempt to make contact with DRA to determine the possibility and evaluate the feasibility / desirability of re-engaging with the Town of Waterford.
 - ✓ Twig to look into the Town's on-call engineering firms (MCA and WP) for potential applicability to the building committee's charge.
 - ✓ Bob will arrange for Jonathan Mullen to attend an upcoming meeting to speak with the committee regarding coordinating public input and sharing his forecasts and plans for the Town's growth.
 - ✓ Attorney Kepple, Twig, Mike and Rocco (as a sub-committee) to meet with Director Howley to identify staffing and space needs.

Motion to adjourn – Matt Blankenship
Second – Mike Rocchetti
Voting - Unanimous

Meeting adjourned at 8:11pm

Respectfully submitted by:
Linda Finnegan, Recording Secretary

Oswegatchie Fire Station Notional Design Schedule

For Review and Discussion

June 20, 2023

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
3	Kick-off Meeting	45 days	Tue 5/2/23	Mon 7/3/23		
4	Committee Discussions	15 days	Tue 5/2/23	Mon 5/22/23		
5	Review Lessons Learned	15 days	Tue 5/23/23	Mon 6/12/23	4	
6	Review Project Delivery	15 days	Tue 6/13/23	Mon 7/3/23	5	
7	Select Method	0 days	Tue 7/4/23	Tue 7/4/23	6	
8	Develop Requirements	60 days	Tue 6/20/23	Mon 9/11/23		
9	Fire Services Imp	30 days				
0	Oswegatchie Fire Department	30 days				
1	Public Input	60 days	Mon 7/3/23	Fri 9/8/23	7	
2	Develop RFP	10 wks	Mon 9/18/2	Fri 9/22/23	12	
3	Issue RFP	5 days	Mon 9/25/2	Fri 11/3/23	13	
4	Review Proposals	30 days	Mon 11/6/2	Fri 11/10/23	14	
5	Select Architect	5 days	Fri 11/10/23	Thu 8/15/24		
6	Design Fire Station	200 days	Fri 11/10/23	Thu 2/29/24		
7	75% Review	4 mons	Fri 11/10/23	Thu 2/29/24		
8	100 % Review	6 mons	Fri 3/1/24	Thu 8/15/24	17	
9	Begin Permit Review	6 mons	Mon 10/9/23	Fri 3/22/24		
10	Develop Costs					
11	Secure Funding	120 days	Thu 2/29/24	Wed 8/14/24	16	
12	Selectmen Board of Finance	60 days	Thu 5/23/24	Wed 8/14/24		
13	RTM	60 days	Thu 8/15/24	Wed 11/6/24		
14	Complete Permit Review	30 days	Fri 8/16/24	Thu 9/26/24	19,18	
15	Shovel Ready	0 days	Fri 11/1/24	Fri 11/1/24		
16	Town Approved					
17	Bid Construction	1 day	Thu 11/7/24	Thu 11/7/24		

