FIFTEEN ROPE FERRY ROAD Town of Waterford WATERFORD, CT 06385-2886

Oswegatchie Fire Station Building Committee Minutes

June 4, 2024

Meeting called to order at 6:30pm

Pledge of Allegiance

Members Present: Robert Tuneski, Ted Olynciw, Rocco Bracciale, Jennifer Bracciale, Richard Muckle, Paul Rafuse, Wayne Gilpin, Robert Swansen

Members Absent: Matthew Blankenship

Guests: Director Howley, Twig Holland, Atty. Kepple, David Stein, Kevin Silvestri

- Public Comment: None
- Opening Remarks:
  a) T. Olynciw handed out an email dated May 25, 2024. (Attachment 1) B. Tuneski asked T. Olynciw and Atty. Kepple have a side bar to clarify the questions in the email.
  b) R. Muckle reported Elizabeth Sabilia had resigned from the Oswegatchie Station Building Committee on Friday, May 31, 2024 and Robert Swansen was nominated and voted in as an elector.
  c) B. Tuneski had a discussion with the building official regarding J.M. Albaine's high winds statement regarding the existing Oswegatchie Fire Station. B. Tuneski will invite the building official to address this concern.
  d) T. Olynciw stated there was a rumor that there are othe modifications to the existing MOU or contract. Atty. Kepple stated this rumor is false.

e) B. Tuneski informed R. Swansen of the original charge to this committee by reading the actual charge by the RTM. R. Swansen understood the charge was to either build or repair the current building. Atty. Kepple clarified the charge.

- Review and Approve minutes:

  MOTION by R. Muckle, second by T. Olynciw to approve the May 22, 2024 minutes
  VOTE:
  FOR: B. Tuneski, T. Olynciw, R. Bracciale, J. Bracciale, R. Muckle, P. Rafuse
  ABSTAIN: W. Gilpin, R. Swansen

  MOTION by P. Rafuse, second by W. Gilpin to approve the May 7, 2024 minutes
  VOTE:
  FOR: B. Tuneski, T. Olynciw, R. Bracciale, J. Bracciale, R. Muckle, P. Rafuse
  ABSTAIN: R. Swansen

- Review and Approve Invoices:

  MOTION by T. Olynciw, second by J. Bracciale to pay Action Air Invoices of $4,812.50 and $794.87 and Twig Holland invoice of $1,487.50.
  VOTE: B. Tuneski, T. Olynciw, R. Bracciale, J. Bracciale, R. Muckle, P. Rafuse, W. Gilpin
  ABSTAIN: R. Swansen

- Old Business:

  a) The Phase II Environmental study is in the process of finding drillers. The job is expected to be complete in 4 weeks.

  b) Project Manager Contract – Atty. Kepple requested a copy of the AIA template from the Project Manager for this project.

  T. Olynciw expressed concern regarding not having a Project Manager at the same time as an Architect.

- Architect Led Disccusions:

  a) D. Stein distributed handouts of a draft design schedule and 3 construction documents of firehouses SPA has designed. (Attachments 2)

  b) Langan Engineering will be performing the survey next week and wetland mapping

  c) A2 and T2 surveys will note the locations of utilities

d) **Question**: T. Olynciw asked if Pre-Demolition work is included in the scope of the contract. If not, is it SPA's responsibility to hire a firm?
Answer: D. Stein will look into the scope of work submitted and report back to the committee. If it is the Town's responsibility it is suggested to use the Town's services.

e) Committee is considering the need for 3 drive-through bays and 6 bunkrooms. B. Tuneski was unsure if any action was taken on this or if it was only a sugestion.

f) Staffing Plans – The Committee would like more information in order to design the firehouse more mindfully. The Ad-Hoc committee chair, B. Tuneski, approved of providing the Staffing Plan submitted to the Ad-Hoc committee to the Oswegatchie Building Committee by Director Howley.

g) **Question:** R. Muckle asked when the committee could expect a schedule from start to finish.
Answer: D. Stein indicated the committee should have it in August.

h) The biggest challenge to the budget for this project is escalation

i) To aid in the building's design, homework for the committee is the square footage analysis. The net square footage would include adding 15% to the gross square footage.

- B. Tuneski suggested the committee meet prior to the next scheduled meeting to hash out the need and don't need items.

MOTION by R. Bracciale, second by J. Bracciale to meet at 6:00pm to spend time prior to the architect's arrival reviewing templates that will be emailed to memberl.
VOTE: Unanimous

MOTION by R. Muckle, second by P. Rafuse to adjourn.

Meeting adjourned at 8:17pm

Respectfully submitted by
Linda Finnegan, Recording Secretary