



Oswegatchie Fire Station Building Committee Minutes

March 19, 2024

1. Meeting called to order at 6:32pm

2. Pledge of Allegiance

Members Present: Robert Tuneski, Ted Olynciw, Beth Sabilia, Richard Muckle, Jen Bracciale, Paul Rafuse, Wayne Gilpin, Rocco Bracciale, Matthew Blankenship

Guests: Brian Baker, Chris Pafias, Twig Holland, Director Michael Howley

3. Public Comment: None

4. Opening Remarks:

A February invoice for Twig Holland was submitted for approval. (Attachment 1)

MOTION by T. Olynciw, second by B. Sabilia to approve payment of consulting services by Twig Holland for \$1,387.50.

VOTE Unanimous

MOTION CARRIES

An invoice from J.M. Albaine was submitted for approval. (Attachment 2)

MOTION to approve payment to J.M. Albaine for \$1,200.00 by R. Muckle, second by W. Gilpin.

Discussion – The committee did not authorize this expenditure therefore do not feel it should come out of the Oswegatchie Building Committee's funds. It was determined the request for the inspection originated at the First Selectman's office. B. Sabilia suggested a note be sent to the First Selectman explaining the

vote outcome. B. Tuneski agreed he would send a note to the First Selectman requesting this invoice be covered by his budget.

FOR – 0

AGAINST – Unanimous

MOTION DENIED

5. Project Manager Selection Status:

B. Tuneski reported the request for funding in the amount of \$306,650.00 for the Project Manager went before the Board of Finance and was approved unanimously. Chairman Glen Patterson appreciated the fact that the committee was hiring a project manager. The next step is the RTM meeting scheduled for 4/8/24.

6. Phase I Status:

S. Davy was authorized to go forward with the study. Director Howley informed the committee Barton & Loguidice will be at Oswegatchie Fire Department in the morning on Thursday, 3/21/24, to begin the Phase I Study.

7. Follow-up Discussion with SPA re: Committee questions

1 – Phase I

2 – Phase II

3 – PFAS

Want copies of the Phase I results

No Phase II or PFAS until receive Phase I results

4 – Wetlands survey will be completed by Langan Engineering who is working with SPA

5 – A2 Survey will be completed by Langan Engineering who is working with SPA

6 – Traffic Study – There is plenty of lead time. Require the placement of the new building first.

7 – Application to DOT – The state does not want a light on this road.

8 – Pre-demolition environmental survey will occur after placement of new building is determined. Setbacks, etc. will not occur until further into the design.

9 – Variances for side yard setbacks, wetlands setbacks and buffers between adjacent properties is dependent on the location of the new building

B. Tuneski and T. Holland are assembling some of the soft costs possibly associated with this building in order to have it ready when we approach the RTM with a broad estimated cost of construction.

Approval of meeting minutes did not appear on the agenda:

MOTION by B. Sabilia, second by T. Olynciw to approve the minutes of 3/5/24

Discussion – T. Olynciw requested amending the minutes by adding the actual verbiage of Atty. Kepple's opinion regarding the committee's charge by the RTM. Email from Atty. Kepple to T. Olynciw to be attached.

FOR: T. Olynciw, J. Bracciale, R. Muckle, W. Gilpin, P. Rafuse, B. Tuneski, B. Sabilia, R. Bracciale

ABSTAIN: M. Blankenship

MOTION CARRIES

R. Bracciale gave an update on the status of the lease. Because the lease is for the new building and not the existing building when the Town takes ownership, a paragraph was added to cover the lease for the current building.

8. Informational Brief – "Building Project Process":

Twig presented a power point showing the processes to expect during the design and construction of the new Oswegatchie Fire Department building. (Attachment 3)
Discussion ensued after the presentation.

9. Discussion of Design Attributes:

B. Tuneski stated that justifications need to be pulled together to support the committee's "asks" when the time comes to present to the boards. For example: Number of bunkrooms, reason for the size of a training room, and the number of apparatus bays.

Discussions ensued regarding number of bunkrooms. R. Muckle stated it is more important to allow for provisions in the design of the building for an area where you can add another bunkroom or more since it seems impossible at this time to come up with an accurate number of necessary bunkrooms.

Discussions ensued regarding the size of the training room. Need justification for the training room size we plan to design. Director Howley will provide the amount of use the current training room receives, i.e., how many meetings, trainings, etc. compared to the other fire departments.

B. Tuneski asked Director Howley to bring data presented to the Ad Hoc Committee in 2022 updated with response times, etc. Include why the apparatus that is housed here, is here and what the nature of the apparatus in the future.

10. New Business:

T. Olynciw reported he found the A2 survey at the Town Hall in the Town Clerk's Office
- Map # 4256

T. Olynciw asked when the committee would be signing a contract with SPA. The funding request to the RTM was conditional upon a signed lease agreement with Oswegatchie. According to R. Bracciale the lease is ready to be signed.

MOTION to adjourn by W. Gilpin, second by M. Blankenship

VOTE Unanimous

MOTION CARRIES

Meeting adjourned at 8:32pm

Respectfully submitted by

Linda Finnegan, Recording Secretary

Twig Holland, C.P.M.
2 Gulfview Court
Milford, Connecticut 06460

Invoice to:

Suisman Shapiro Attorneys-at-Law
Nicholas Kepple
20 South Anguilla Road - P.O. Box 1445
Pawcatuck CT 06379

Date: 29 February 2024
Period: 1 - 29 February 2024
Due: 31 March 2024

Consulting services to the Oswegatchie Fire Station Building Committee for project initiation;
per the hourly rate of \$150.00 for consulting + \$25.00 per hour travel time as follows

6 Feb	Attendance at building committee meeting	2.00 hours	\$300.00
6 Feb	Travel time to meeting	2.00 hours	50.00
7 Feb	Develop and email to town purchasing and committee secretary process, schedule and questions for project management reference checks, scoring matrices, and questions for PM interviews; email re communications	1.50 hours	225.00
12 Feb	Re-mail redacted PM scoring matrix to town purchasing	.25 hours	n c
14 Feb	Email exchange w town purchasing re: candidate's rating	.25 hours	n c
16 Feb	Email exchange w town purchasing re: candidate interview	.25 hours	n c
16 Feb	Reply to committee chair's text and fwd emails from town purchasing to PM candidates	.25 hours	37.50
20 Feb	Email and texts re: PM scoring matrix, reference check, and meeting cancellation	.50 hours	75.00
27 Feb	Attendance at building committee meeting PM interviews	4.00 hours	600.00
27 Feb	Travel time to meeting	2.00 hours	50.00

Sub-total Consulting Time	8.25 hours	\$1,237.50
Sub-total Travel Time	4.00 hours	100.00
Total		\$1,387.50

Make Check Payable to:
J.M. Albaine Engineering LLC
 14 Lincoln Road
 Waterford, CT 06385

INVOICE # 24-710018

SERVICE FOR: Inspection / Assessment Building Safety
 Oswegatchie Fire Station
 440 Boston Post Road, Waterford CT

Tax ID: 20-0680033

Tel: (860)-705-1631

Fax: (860) -439-1111

BILL TO: Mr. Michael Hawley
 Director of Fire Services
 Waterford, CT

Salesperson:	Date: March 12, 2024
Invoice number: 24-710018	Service number: JMA22-327-062
Cost estimate:	Date completed: March 4, 2024

Labor

Job Number	Qty.	Description	Unit Charge	Amount
JMA22-327-062	6.00	Site Visit / Meeting Verification of the Temporary Shoring Condition Review of Field observations Report #2: Assessment of the Building Structural Safety for Building section built in 1928	\$200.00	\$1,200.00
Total parts and materials:				\$1,200.00

Misc Expenses

Tax rate: _____ % **Tax:** _____

SERVICE PERSON	HOURS	DESCRIPTION	RATE/HOUR	AMOUNT
Total labor				
Tax rate: _____ % Tax: _____				
Amount due:				\$1,200.00

COMMENTS

Oswegatchie Fire Station Building Committee –Project Process Overview of Functional Requirements

Selection of consulting team:

- Architectural / Engineering (A&E).
- Owner's Project Management (PM).
- Specialty Consultants

Design phases:

- Owner (committee and/or WFS) defines functional, personnel and operation requirements for the new structure while ensuring continuous operation of the existing building. Assigns timely support to A&E and PM by qualified committee members. Ensures prompt consideration and payment of invoices.
- Architect develops options / alternative materials for performing the work; confirms with Town and WFD staff to finalize specifications to address all functional and operational requirements; defines and plans for growth. Ensures compliance with standards published by the State / other regulatory agencies. Architect prepares CADD documents to include complete specifications; assists the Owner in obtaining all required approval from governing boards and/or commissions.
- Project Manager provides input and guidance regarding constructability issues, risk, material selection, long lead deliverables, scheduling and potential schedule conflicts, possible value engineering options, access, site logistics, site security, and physical project interface with the neighborhood and public. Can solicit requests for proposals for special consultants as directed by Owner.
- Specialty consultants typically include traffic study, special testing and inspection (during construction), building commissioning, environmental, geotechnical (soil borings for structurally suitable soil, ledge, etc), building and fire code, environmental, hazmat.

Construction Documents Phase: Based upon approved design, A&E and PM submit all necessary project construction documents for final review and approval by the Owner, PM, and consultants.

Bidding Phase: Architect and PM are available during pre-bid conferences to clarify specifications and answer questions about the project, and assist the Owner in scope review, evaluating, awarding, and preparing contracts for construction.

Construction Phase:

- Contractor performs the work per the A&E plans and specifications.
- Architect provides administration of the construction contract to ensure all construction meets specifications. Inspects the site to review and report to the Owner on the progress and quality of the work. Reviews and takes appropriate action on contractor's submittal of drawings, samples, etc. to ensure compliance with design specifications. Prepares, reviews, and takes appropriate action on change orders submitted for the Owner's approval. Prepares a punch list of incomplete/unsatisfactory items and oversees their completion.
- Project Manager serves as the Owner's advisor and representative. Visits the site as directed by the Owner to review and report to the Owner on the progress, quality and safety of the work and site environment. Reviews, validates/negotiates and advises the Owner on all requests for changes; tracks all errors, omissions and/or Owner-requested change orders. Ensures the A&E promptly responds to contractor's RFIs, submittal of drawings, samples,

etc. Conducts site inspections as necessary to determine progress and completion of work as represented by the Contractor and A&E. Reviews all requests for payment to ensure validity for cost and work in-place. Issues to the Owner reports for budget, schedule, safety, etc. Reviews the punch list of incomplete/unsatisfactory items and ensures their completion. Assists the Owner in negotiating final payment to all affiliated with the project.

- Owner (committee and/or WFS) assigns timely support to A&E and PM by qualified committee members. Ensures prompt consideration and decisions for all project elements, and payment of invoices.

Project Close-out:

- A&E and PM advise the Owner in determining the final acceptance and completion of the work, and confirm that all documents, warranties, manuals, bonds, as-built drawings, attic stock, etc. have been turned over to the Owner.
- Ribbon cutting, lessons learned, CEO officially disbands building committee.
- Celebration!