

**North Stonington  
Center for Emergency Services  
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**Meeting Minutes of July 17, 2017**

**ATTENDANCE:**

*Committee: Chairman Ryan Burdick, Bob Shabunia, Charles Steinhart V, Paul Kowack  
Other: Project Manager Michael Faenza, Committee Secretary Kati Murphy*

**CALL TO ORDER @ 6:04 PM** by *Chairman Ryan Burdick*

**INVOICES:**

K. Murphy invoice #137 - \$33.00

MOTION to approve by Charlie Steinhart, second by Bob Shabunia  
All in favor, motion passed.

**MINUTES:**

MOTION to approve minutes of June 26, 2017 made by Paul Kowack, second by Bob Shabunia.  
All in favor, motion passed.

**CORRESPONDENCE:**

*None*

*Paul recommended a letter to Peter Springsteel officially ending his services and expressing the Committee's gratitude for his time and effort with the project. Michael suggested speaking with the First Selectman prior to acting on this, as he thought something may already be in process. Paul indicated that he would draft a letter from Committee and run it by the First Selectman. Michael suggested speaking with the First Selectman for clarification.*

*Bob had a question regarding the actual limit line of the construction site. He wanted to know if it was acceptable to be outside of that limit line to observe progress. Would it be acceptable to walk up on the hill to view work below? Michael suggested speaking with the First Selectman for clarification.*

**OLD BUSINESS:**

It was stated for the record that the North Stonington Ambulance Associated is once again represented on the Committee by their newly elected vice president, Ryan Burdick.

Michael briefed Committee on the first project meeting, which took place on July 13, 2017. The meeting dealt primarily with administrative processes and procedures relative to USDA/DECD. Pay requisition meetings will take place the first Wednesday of every month. Committee will need to meet prior to these meetings to review/discuss what is going forth in the pay requisitions. Michael proposed that the

Committee meet on the last Monday of each month to accomplish this. More meetings will be scheduled if and when needed. The Project Meeting w/pencil copies of pay requisitions will take place on the third Wednesday of each month. Committee meeting on the last Monday should allow ample time for review.

*MOTION by Bob Shabunia to revise Committee meeting schedule to change meetings to the Monday following the third Wednesday of each month. Second by Paul Kowack.  
All in favor, motion passed.*

Michael will distribute minutes of July 13 and subsequent meetings to Committee.

Michael stated that submittals are beginning to flow, including structural engineering of building (no color samples yet) and wet wells – Enterprise is pursuing long lead items at this time. Michael does not see any issues at the moment.

Two bids have been received for independent testing. Hi bid of \$120k, low bid of \$59k.

Low bidder met all of the requirements.

Enterprise has a good handle on how testing will be handled and we will be billed for testing as services are used. Contract is worded so that testing contractor will only get paid when they do work.

Paul asked when we would see first cost to complete (budget estimate). Michael hopes to have an update at the first Committee meeting prior to the first pay requisition meeting.

Michael had spoken with the First Selectman relative to groundbreaking and it was determined that it could wait for a while.

CREC will be meeting with USDA relative to budget reporting procedure.

Michael anticipates first payment application draft sometime during the week of July 24.

First payment requisition meeting will be August 2, 2017 at 9:00. Paul Kowack will attend this meeting.

Paul asked when a milestone schedule could be anticipated. Michael stated that the contractor has provided his schedule already. Bob asked if changes to this schedule could be anticipated. Michael responded that it is likely that there will be some revisions as the project moves on.

Michael will be providing weekly reports as work progresses. His reports can be put on the Town's website.

Bob encouraged Committee members to review the charter that established the Committee so that they are all aware of what the responsibilities of the Committee are.

#### **NEW BUSINESS:**

#### **PUBLIC COMMENT:**

*None*

#### **ADJOURN:**

MOTION to adjourn made by Charles Steinhart V, second by Paul Kowack.

All in favor, motion passed. Meeting adjourned at 6:22