

## TOWN FACILITIES COMMITTEE MINUTES

TUESDAY, DECEMBER 11<sup>TH</sup> 2007

**MEMBERS PRESENT:** Chairman Joseph Calsetta, Sanra Ferrari, Steve Molinari, Neal Cunningham, Stephan Brown, Dave Montemerlo, Roger Nelson

**ALSO PRESENT:** Ed Diamond (Russell and Dawson), Amy Whalen (recording secretary)

-----

**CALL TO ORDER:**

Chairman Calsetta called the meeting to order at 7:04 p.m.

**APPROVAL OF PREVIOUS MINUTES:** There was no motion to approve the previous minutes dated November 13, 2007

**CORRESPONDENCE:** None

**OLD BUSINESS:** Chairman Calsetta began the meeting with a recap of previous committee discussions to date as follows: The Town wanted a feasibility study of the Town Hall and the Fire / Safety Complex. A committee was appointed. Bids were solicited from architectural firms. The bid was awarded to the architectural firm of Russell and Dawson in a joint venture with the firm of Stewart, Cooper and Newell, who specialize in designing safety complexes. Stewart, Cooper, Newell provided blank data sheets to the PD and FD to complete and fill in exactly what the needs of each department were. Stewart, Cooper, Newell then came to Windsor Locks, reviewed the data sheets, completed interviews and walk-thru of each building resulting in the total square footage needs of both departments. From those meetings Russell and Dawson came up with five different sets of plan options. Of the original five plans submitted to the committee for review, the committee agreed on option 5, which includes building a new PD, renovating the existing FD, and moving EMS bays and staff from Spring St. to the newly renovated FD. In addition, The Emergency Services Department will also have designated space in the FD. After much discussion committee members of the PD and FD made cuts to square footage. Soft cost estimates were added to the plans to ensure the costs weren't under estimated. The cost estimates were derived from a standard means book (similar costs for design in like areas). The cost estimates we currently have are not accurate enough to approach the CIAC for a funding decision. This committee will end after the next meeting and asking the BOF for funding to begin the actual design phase of the project. The design phase will allow Russell and Dawson to prepare actual plans and specifications which can put out to contractors to bid upon. Chairman Calsetta reminded all that the current plans / designs are strictly conceptual.

Ed Diamond presented additional drawings, a memo describing some of the items that would be included in the renovations to the FD, and a newly revised summary of square footage needs and costs. It was explained by Chairman Calsetta that the numbers shown in parentheses on the summary are from the original square footage numbers given to Stewart, Cooper, Newell.

Due to confusion over the actual FD square footage needs and how they will be used, Chairman Calsetta asked Ed Diamond to contact Stewart, Newell, Cooper to double check the numbers submitted on the original data sheets and confirm that the needs of the FD will be met.

December 11, 2007

A new request by Roger Nelson to include the cost of a full basement to the PD was requested.

Chairman Calsetta asked for a motion to have Russell and Dawson add the cost of a full basement at the PD into the conceptual plans. The motion was seconded by Dave Montemerlo and agreed by all.

It was agreed that the following information would be reviewed and voted on at the next final meeting:

- Confirmation of square footage needs of the FD (*double checked with Russell & Dawson; Stewart, Newall, Cooper*).
- Cost for basement at PD
- The concept layouts of both buildings
- The total number of vehicles requiring storage at both facilities

The next meeting is scheduled for Saturday, January 5<sup>th</sup>, 9:00 a.m. at Town Hall.

**NEW BUSINESS:** NONE

**ADJOURNMENT:**

A Motion to adjourn the meeting at 8:30 P.M. was entered by Neil Cunningham and seconded by Dave Montemerlo.

Respectfully submitted,

Amy Whalen  
Recording Secretary

December 11, 2007