

## EOC Building Committee

### Meeting on Wednesday, November 19, 2014

In attendance: Jim Lally, George Keithan, Kate Novick, Al Chapman, Fred Dudek, Don McDougal

Absent: David Gross

Guests: Gary Tierney from Design Two

Co-Chairman George Keithan called the meeting to order at 6:36 p.m.

George Keithan expressed that the first order of business is to approve the minutes from the November 5, 2014 meeting. Jim Lally made the motion to approve the meeting minutes and Don McDougal seconded it. All were in favor.

The committee discussed the working draft Request for Proposal (RFP) to build the EOC building. The committee agreed that the RFP should include the statement that the bidders are to provide a proposal with two cost estimates- one that reflects prevailing wages and one that does not.

Kate Novick discussed the water service to the town campus. Milone & MacBroom performed a water demand calculation and determined that the 10 gallons per minute restricted well currently in use is more than adequate for the campus, even with the additions of the EOC building and barn meeting room renovation. Kate Novick agreed to follow up with Paul Hutcheon, Killingworth Health Director, to make sure he approves of the EOC Building tapping into the existing water service before we move forward with the RFP.

The committee members discussed the proposed site work adjacent to the proposed EOC building. Jim Lally expressed that we don't need the handicap ramp, and that the site work can be modified to have the EOC building at ground level to allow handicap access without a ramp. Jim Lally shared that he and David Gross discussed this possibility with Mike Harkin of Harkin Engineering, LLC since the last committee meeting and they agreed that it is possible.

The committee agreed that the adjacent site work should be put out to bid as a separate package from the EOC building project. The committee discussed the need for the site work drawings from Harkin Engineering to be updated for such a future bid package. Updates should include the following: show a tee into the old water line; show the electrical conduits for the EOC building; remove the handicap ramp and adjust the grading accordingly (i.e., direct-grade access to vestibule in EOC building). The updated site plan will provide a simpler and more cost-effective design. George Keithan made a motion to authorize Harkin Engineering LLC to update the site plan drawing and Al Chapman seconded it. All were in favor.

The committee agreed that the emergency generator project also should be put out to bid as a separate project. Any site work associated with the emergency generator would fall within the scope of the emergency generator project.

Gary Tierney, Design Two, discussed the final EOC building plan with the committee. He stated that the final draft EOC building plan drawings would be delivered to the committee by the end of the weekend.

The committee discussed details of the EOC project with Gary Tierney including the size of the basement, footings, slab, and other design considerations. The committee agreed to provide Gary Tierney with the working draft RFP to coordinate the drawings with the rest of the bid package.

Gary Tierney advised the committee to look into performance bond and bid bond requirements for subcontractors and include these protections in the RFP. George Keithan expressed that requiring these bonds will limit the pool of bidders. Kate Novick agreed to contact Regina Regolo, Finance Officer for the Town of Killingworth, to inquire about this more and gather information to discuss at the next meeting.

The next scheduled meeting is for Wednesday, December 3, 2014 at 6:30 p.m. at the Killingworth Town Hall.

The meeting adjourned at 8:03 p.m.

Respectfully submitted,

Kate Novick  
Secretary