

## EOC Building Committee

Meeting on Wednesday, December 3, 2014

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

Absent: None

Guests: Gary Tierney from Design Two

Chairman David Gross called the meeting to order at 6:35 p.m.

David Gross indicated that the first order of business is to approve the minutes from the November 19, 2014 meeting. Dave Gross made the motion to approve the meeting minutes and Don McDougal seconded it. All were in favor.

The committee discussed the performance bond and bid bond requirements. Fred Dudek shared that the town lawyer will likely require it. The committee asked what the chances are that these requirements can be waived for this project. Dave Gross agreed to talk with town hall staff on Monday about this.

Gary Tierney presented the architectural drawings. The committee discussed the language in the draft Request for Proposal (RFP). The committee agreed that the RFP document will focus on the bidding process and bidder requirements and will reference the architectural drawings for the EOC building design and specifications.

Our schedule is to have the architectural drawings ready by the next meeting. Gary Tierney from Design Two agreed to update them by early next week.

George Keithan shared his comments on the existing draft drawings regarding multiple changes to insulation specifications to maximize cost savings through insulation and minimize the cost of insulation. The committee supported George Keithan's changes. The committee also agreed to change the location of the hatchway to the attic. The committee agreed on a 30-year roof instead of a 50 year roof. The committee agreed to keep the specifications for the bidders basic, with no extras or upgrades. If the committee selects a bidder to contract with, any add ons will be discussed at that time.

Al Chapman suggested we show the Resident State Trooper the draft drawings to make sure he is comfortable with the design for his office. The committee agreed.

Dave Gross moved the discussion to other topics. The committee plans to hire Harkin Engineering to modify the existing site drawing. The committee agreed that the emergency generator will be a separate project from the EOC building. The committee agreed that it will address the barn project once the EOC building project moves forward.

Al Chapman asked the committee about the RFP schedule. The committee agreed that the RFP will be issued after January 1, 2015, bids will be due in February 2015 and the award will occur in March 2015 or sooner. Fred Dudek shared that there will be a First Selectman's meeting on February 23, 2015. The committee agreed that that would be a good target date to open the proposals from bidders.

The next scheduled meeting is for Wednesday, December 17, 2014 at 6:30 p.m. at the Killingworth Town Hall. At that meeting, the committee will need to vote on its 2015 meeting schedule.

The meeting adjourned at 8:22 p.m.

Respectfully submitted,

Kate Novick  
Secretary