



**Oswegatchie Fire Station Building Committee Special Meeting
Minutes**

July 5, 2023

Meeting called to order at 6:33pm by Chairman Robert Tuneski

Pledge of Allegiance

Members Present: Robert Tuneski, Matthew Blankenship, Richard Muckle, Rocco Bracciale, Wayne Gilpin, Ted Olynciw

Members Not Present: Elizabeth Sabilia, Michael Rocchetti

Guests: Twig Holland, Attorney Nick Kepple

- Public Comment: None
- Opening Remarks: None
- Motion to approve the minutes for June 20, 2023 as amended to attach Notional Design Schedule – Rick Muckle
Second – Ted Olynciw
Voting – Unanimous
- June 20th meeting action items reviewed:
 1. Ted received an email from Finance Director Kimberly Allen listing the following payouts during the previous Oswegatchie Building Committee: (Attachment 1)
\$41,600.00 to DRA for drawings
\$4,700.00 to law firm Day Pitney, LLP
\$1,200.00 to J.M. Albaine Engineering, LLC

Rocco asked if there was a schedule of values provided by the Finance Director. There was no document available. Rocco to check minutes from the previous building committee for schedule of values.

2. Twig made contact with Greg Smalley with DRA:
 - a) He confirmed the Town does own the drawings.
 - b) He had no knowledge of CAD files.
 - c) DRA is willing to resume working with the Town. He would need to do a refresher of functionality.
 - d) The architects who had experience with building fire departments are either no longer with the company or are about to retire. Twig reported that Rick Lawrence, one of the architects, is currently only working part time.
 - e) Twig was to be contacted by Greg with information by July 5, 2023. Twig reached out to him twice – there was no call back.

Rocco had been contacted by Greg:

- a) The previous contract has no expiration date.
- b) He would be willing to re-engage with the Town.
- c) The price would be revisited to see if work could be done for the balance left on the contract.
- d) Recommended the Town to check their practices pertaining to resuming or negotiate a new contract.
- e) He confirmed DRA was paid for services rendered.
- f) He noted that the designs were not even through the schematics.

Motion to dismiss the option of continuing with DRA – Rick Muckle

Second – Mark Parker

Voting – Unanimous

Upon deciding to discontinue the design with DRA, discussion shifted to agreeing on the building approach, Design-Build vs. Design-Bid-Build. Twig recounted the differences between the two approaches, which she had presented to the Committee at an earlier meeting. There was ample discourse on how to proceed.

Motion to move forward with Design-Bid-Build – Rick Muckle

Second – Matt Blankenship

Voting – 6 Yay, 1 Nay

Discussion then focused on pursuing a new RFP. Twig summarized the rough time frame that it would take to restart the RFP process and noted that it was well within the original notional schedule. She also noted that DRA would be able to participate in the RFP process as competitor. From her research with town SME's, Twig noted that the on-call architects MCA and Wright Pierce would not be considered relevant to this process as they have no experience designing fire departments.

Motion to move forward with RFP for architect and engineering firms subject to review by Twig

Holland – Wayne Gilpin

Second – Rick Muckle

Voting – Unanimous

Twig agreed to provide a draft RFP to the Committee for review at the next meeting, and will be available to work with the Town's purchasing agent Shea Moses to assist her in the final development and issuance.

The committee reviewed the state of the design inputs. Director Howley noted that he had submitted surveys to the town's firefighters, paid and volunteer, full and part-time, and male and female, to get as large a cross section of inputs as possible. The inputs have not been fully received nor tabulated, but will be by the next meeting or two. In addition to these inputs, Ted Olynciw also identified the need to compile some basic building / engineering inputs and volunteered to start compiling them. He agreed to share his status at the next meeting. Robert Tuneski indicated that he has been in contact with the Town's Director of Development, Jonathan Mullen regarding coming to a future meeting and discussing growth and future development for Waterford. This perspective will help with assessing some of the design inputs.

Wayne Gilpin submitted the design inputs from the Oswegatchie Volunteers. These are captured as Attachment 2, and are subject to review by the building committee at the next meeting.

It was noted that all the design inputs will be incorporated into a Design History Notebook to serve as a record of the design process.

Motion to adjourn – Rick Muckle

Second – Rocco Bracciale

Respectfully submitted by:

Linda Finnegan, Recording Secretary