

## **MEETING AGENDA**

### **Firehouse Sub-Committee**

**Thursday, December 21, 2023 – 4:30 PM**

### **Zoom**

1. Town Manager Call to Order
2. Election of Chairperson
3. Election of Vice Chairperson
4. Discussion of Responsibilities
5. Approval of September 21, 2023 Minutes
6. Review of Budget/Timeline – Fire Station 340
  - 6a. Update on the foundation timeline
7. Approval of 2024 Meeting Schedule
8. Other Business
  - 9a. Overview on the bonding for Stations 140 and 440
9. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/81537202159?pwd=cU1mZzc3aC90cWxrZHlqMDhhbnFIUT09>

Meeting ID: 815 3720 2159

Passcode: 12212023

One tap mobile

+16469313860,,81537202159#,,,,\*12212023# US

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Dial by your location

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*The Town of Tolland is an Affirmative Action/Equal Opportunity Employer*

# MEETING MINUTES

## Firehouse Sub-committee

ZOOM Remote Meeting

Regular Meeting – September 21, 2023

Members Present:

Steve Jones, Town Council Member  
 Megan Massa, Projects/Grants Manager  
 Lisa Hancock, Director of Finance  
 John Littell, Fire Chief/Director of Public Safety  
 Beverly Bellody, Director of Human Services  
 Lou Luba, Town Council Member (Council Vice Chair Designee)  
 Brian Foley, Town Manager (arrived at 4:35PM)

Members Absent: Scott Lappen, Director, Public Works

CHA: Chuck Eaton, Town Engineer/Project Manager

Also Present: Rob DaBica, Fire Marshal; Carl Dojan, Assistant Fire Chief; Jim Paquin, Building Official

1. Chair Call the Meeting to Order  
 Mr. Jones called the meeting to order at 4:33PM.
  
2. Approval of August 17, 2023 Minutes  
*Mr. Luba motioned to approve the minutes of the August 17<sup>th</sup> meeting.*  
*Ms. Hancock seconded the motion.*  
*Discussion: none*  
*A roll call vote was taken. Motion passed unanimously.*
  
3. Review of Budget/Timeline – Fire Station 340  
 Ms. Massa reviewed the budget and noted that it is unchanged.
  
- 3a. Update on the foundation timeline  
 Ms. Massa provided an update on the foundation.  
 She reviewed the issues and remediation being done. Structural engineers at CHA are monitoring the work on the foundation. She has requested that CHA certify the foundation as being structurally sound and that there will not be any long-term issues once the repairs are completed. She noted that the footings are fine.
  
- Mr. Jones added that Mr. Paquin has been monitoring the work regularly and will continue to do so as well as do the final certifications.
  
- In regard to the timeline, Ms. Massa noted that at this time the project is still on track but noted that there may be a delay of the delivery of the wall panels due to an issue where the

panels are painted. Where the repairs have been completed, the insulated panels are being installed and all is going well. Additionally, the contractor is working on the under-slab plumbing and running conduits. It is expected that the replacement of the septic tank will begin soon, and the building steel will be put up at the end of October.

4. Discussion regarding rescheduling October meeting

A brief discussion took place.

The October meeting was rescheduled to October 5<sup>th</sup>, 4:30PM.

5. Other Business

5a. Update on the bonding for Stations 140 and 440

Ms. Massa noted that on September 12<sup>th</sup> she met with Mr. Foley, Mr. Eaton, Chief Littell, Assistant Chief Dojan, and Fire Marshal DaBica to discuss options for the remaining funds. They will reconvene on September 25<sup>th</sup> to review the fire department's list of priorities for repairs on stations 140 and 440. Once completed, the list will be presented to the subcommittee for approval.

6. Adjournment

*Ms. Hancock motioned to adjourn at 4:50PM.*

*Chief Littell seconded the motion.*

*Discussion: none*

*Motion passed unanimously.*

Lisa A. Pascuzzi

Firehouse Sub-committee Clerk

# Fire Station 340 Budget Summary

Updated: 12/13/2023

## Expense Accounts

Munis Account	Line	Original Budget	Adjusted Budget	Spent	Encumbrances	Available Budget
722420	Architectural Engineering	\$ 232,415.00	\$ 232,415.00	\$ 212,961.89	\$ 19,453.11	\$ -
722440	Building Contractor	\$ 2,257,000.00	\$ 2,260,680.00	\$ 1,050,112.90	\$ 1,210,567.10	\$ -
722460	Testing & Inspections	\$ 9,621.33	\$ 9,621.33	\$ 9,621.33	\$ -	\$ -
722495	Contingency	\$ 451,400.73	\$ 448,574.73	\$ -	\$ -	\$ 448,574.73
722480	Bonding/Legal Costs	\$ 72,268.00	\$ 72,268.00	\$ -	\$ -	\$ 72,268.00
722497	Insurance/Builders Risk	\$ 4,000.00	\$ 2,491.00	\$ 2,491.00	\$ -	\$ -
722410	Advertising	\$ 572.94	\$ 572.94	\$ 572.94	\$ -	\$ -
733330	Misc. Reimbursables	\$ -	\$ 655.00	\$ 655.00	\$ -	\$ -
<b>Total</b>		<b>\$ 3,027,278.00</b>	<b>\$ 3,027,278.00</b>	<b>\$ 1,276,415.06</b>	<b>\$ 1,230,020.21</b>	<b>\$ 520,842.73</b>

## Change Orders Log

Number	Date	Amount	Transfer to Account	Description
1	8/2/2023	\$ 3,680.00	722440 - Building Contractor	well pump

# **FIREHOUSE SUB-COMMITTEE**

## **2024 Meeting Schedule**

January 18, 2024

February 15, 2024

March 14, 2024

April 11, 2024

May 16, 2024

June 20, 2024

July 18, 2024

August 15, 2024

September 19, 2024

October 17, 2024

November 21, 2024

December 19, 2024

The Firehouse Sub-Committee meetings will be held on the third Thursday of each month, unless otherwise noted, and will begin at 4:30 p.m.

Unless advised otherwise, all meetings will be held remotely with link to meeting on agendas.

This schedule is subject to change at the discretion of the Sub-Committee. Firehouse Sub-Committee meetings may be cancelled due to inclement weather or because there is no business to conduct.



## TOWN of TOLLAND/ 21 tolland green, tolland connecticut 06084

### TIME LINE FOR FIREHOUSE PROJECTS

- **Revised December 15, 2020 - Scope of Work Narrative** created by Clough Harbor & Associates (CHA)
  - Project estimated at \$5 Million dollars, including Architectural/Engineering Services
  - Replacement of two stations:
    - Fire Station 440 – 107 Plains Road
    - Fire Station 340 – 247 Gehring Road
  - Foundation replacement and expansion/upgrades
    - Fire Station 140 – 64 Crystal Lake Road
- **January 27, 2021 – Rep. Tammy Nuccio submits a 2021 House Bond Request** for the “Tolland Firehouse Capital Improvement Plan” for \$5,000,000, for the replacement of Stations 340 & 440 and significant rehab and remodel for Station 140
- **March 9, 2021 - Town Council Meeting**
  - Approves setting a Public Hearing on March 23, 2021 for referendum vote on Fire House project in the amount of \$5 Million dollars
  - [Minutes](#)
  - [Recording](#)
- **March 17, 2021 - Notice of Public Hearing published**
- **March 23, 2021 - Public Hearing and Town Council Authorization to authorize appropriation, issuance of bonds and submission of bond issue to referendum.** Included with packet:
  - Pictures of the Firehouse Renderings
  - Full Bond Resolution
  - Legal Notice
  - Draft Resolution
  - *“Resolution authorizing an appropriation of \$5,000,000 for the Firehouse Improvement Project and the financing of said appropriation by the issuance of General Obligation Bonds of the Town and notes in anticipation of such bonds in an amount not to exceed \$5,000,000, or so much as may be necessary after deducting grants therefor, as well as establishing a date for a referendum on May 4, 2021.”*
  - [Minutes](#)
  - [Recording](#)
- **April 12, 2021 - 1<sup>st</sup> Planning and Zoning (8-24) referral**
  - [Minutes](#)
- **May 4, 2021 - Referendum Held and Passes**

- **August 5, 2021 – Michael Rosen resigns as Town Manager**
- **August 6, 2021 - Lisa Hancock appointed temporary Town Manager**
- **August 17, 2021 - Town Enters into Agreement with CHA Architects** (*Not To Exceed - \$440,349*)
  - Site Design/Permitting for 3 sites
  - Design/Bidding/Construction Administration for Stations #340/#440
  - Design/Bidding/Construction Administration #140
- **November 22, 2021 - 2<sup>nd</sup> Planning and Zoning (8-24) referral** (*Revised Scope on Stations #340/#440*)
  - [Minutes](#)
- **November 29 to December 6, 2021 - Hazardous Building Materials inspections conducted**
  - All 3 sites (Eagle Environmental)
- **December 30, 2021 - Hazardous Building Materials Inspections Reports received**
- **January 20, 2022 - Inland Wetlands Permit 21-17**
  - Permit approved at the January 20, 2022 IWWC meeting
  - [Minutes](#)
- **April 2022 - #340/#440 Bid Specifications/Plans Finalized by CHA**
- **May 6, 2022 - Bids Published** *for Tolland Fire Department Replacement Of Stations 340/440*
  - Journal Inquirer/ Dept. of Administrative Services Website
- **May 9, 2022 - Project Manual/Plans made available electronically through CHA**
- **May 18, 2022 - Mandatory Pre-Bid Meeting/Walk-through of sites**
- **June 2, 2022 - Bid Opening**
  - 6 Bids received
  - CHA begins review and evaluation of bids
- **June 14, 2022 – Town Council meeting**
  - Review of Goals of Town Council goals
    - **Item # 2.b** –bid for Stations 340 and 440 is discussed
    - Straw Poll Conducted. No Council members object to having Interim Town Manager move forward.
  - [Minutes](#)
- **June 17, 2022 - CHA issues memo to Town re: Reconstruction of Fire Station 340 & 440 Bidding Results:**
  - **“2020 Estimate: \$2.3M**
  - **2022 Estimate: \$4.1M**
  - **Average Bid: \$4.8M**

- **Low Bid: \$3.9M**
- “Since 2020 to present we have seen material increases of up to 100% and labor shortage induced cost increases. This increased cost for Station 340/440 is in line with these typical construction increases. CHA has not increased our fees to reflect the current costs, but stayed at the 2019 level as our commitment to Tolland.

- **June 27, 2022 -Town Manager, Brian Foley start date**

- **June 28, 2022 - CHA notifies Town of discrepancy in qualifications of lowest bidder**

*“The specs required that the metal building has “accreditation” (see below & attached specs). During CHA review it was noted that the lowest bidder provided another metal building, Miller Building, which does not have the accreditation. The lowest bidder sent a letter of Request for a Waiver of IAS Accreditation, which may be a more complicated process for the Town and it is not certain if this will add additional costs to the project. This has led to several questions we need to discuss with you. The next lowest bidder did provide a building with the proper accreditation. “*

#### 1.8 QUALITY ASSURANCE

##### A. Manufacturer Qualifications: A qualified manufacturer.

1. Accreditation: Manufacturer's facility accredited according to IAS AC472, "Accreditation Criteria for Inspection Programs for Manufacturers of Metal Building Systems."
2. Engineering Responsibility: Preparation of comprehensive engineering analysis and Shop Drawings by a professional engineer who is legally qualified to practice in jurisdiction where Project is located.

- Town staff contact Town Attorney
- Staff begins evaluates impact of bids on available bonded monies
- Determine next lowest bidders bid exceeded allowable funds without any add alternates  
*“The available budget we had for the two stations was \$4,764,898.33 which also included all the soft cost and contingency. This number was attained after backing out the costs from the \$5,000,000 that have been associated with Station 140. The next lowest bidder was Nutmeg Companies, base bid; \$4,540,500 without any of the Add Alternates. Their base bid exceeded the allowable funds we had for the contractor. Even if we adjusted the contingency to an amount lower we still did not have enough available funds.”*

- **June 29, 2022 - Staff meet with Town Attorney**

- **June 30, 2022 - Town exercises right to “reject any or all bids when such action is in the best interest of the Town”**

- Certified Letters sent to all bidders and bid bonds are returned

- **July 19, 2022 - Staff meets to discuss rebidding of #340/#440 and the impact on bonded funds**

- Request revised cost estimate from CHA (forthcoming)



- **August 2, 2022 - CHA submits cost for Station 340, 247 Gehring Rd.**
  - Construction estimate \$2,180,940, soft costs \$755,305.56
  - Available balance left in budget \$1,828,650,77 (potential costs for Station 140)
- **August 2022 - Leslie Campolongo resigns as Projects and Grants Manager**
- **August 4, 2022 – CHA Proposal for additional services for rebidding Station 340, approved \$19,906**
- **August 9, 2022 – Town Council Meeting 8.1 Discussion on potential changes to Firehouse plans**
  - [Minutes](#)
  - [Recording](#)
- **August 23, 2022 - Town Council approve a Firehouse Sub-Committee;** Membership: Brian Foley, Town Manager, Scott Lappen, Public Works Director, Beverly Bellody, Human Services Director, Lisa Hancock, Finance Director, John Littell, Fire Chief/Public Safety Director, Town Council Chair, Steve Jones, Councilor Luba as Vice as Vice Chair's Designee.
  - [Minutes](#)
  - [Recording](#)
- **September 29, 2022 – Firehouse Subcommittee Meeting.** Budget review with committee & status of project
  - [Minutes](#)
- **October 11, 2022 - Bidding Schedule for Fire Station 340 advertise in JI, DAS Website and Town Website**  
Bidding Schedule:
  - Monday, October 17, 2022 - Project Manual and Plans available electronically
  - Wednesday, October 26, 2022 - Mandatory Pre-Bid Meeting, 9:00 a.m. at 247 Gehring Road
  - Monday, November 14, 2022 - Last day for Written Questions
  - Wednesday, November 16, 2022 - Addendum #1 issued
  - Tuesday, November 22, 2022 - Bid Due & Opening – 11:00 a.m.
- **October 31, 2022 – Megan Massa hired as Projects and Grants Manager**
- **November 22, 2022 - Bid Opening**
  - The Town received five bid proposals. The lowest bidder was within the project budget. CHA reviewed references and verified bid packet is in compliance.
- **December 8, 2022 - Firehouse Subcommittee Meeting**
  - Subcommittee votes to award the contract to the lowest bidder, Lawrence Brunoli, Inc. (\$2,257,000)
  - [Minutes](#)
- **December 13, 2022 – Town Council adds Megan Massa as a member to the Firehouse Sub-Committee**
  - [Minutes](#)

- **December 15, 2022 – Notice of Award**
    - Notice of Award sent to low bidder, Lawrence Brunoli, Inc.
  - **December 21, 2022 – Separation from 340 Meeting**
    - Staff meeting to discuss necessary steps to take Fire Station 340 offline for demolition.
  - **January 3, 2022 – Contract Signing**
    - Contract signing between the Town of Tolland and Lawrence Brunoli, Inc.
  - **January 9, 2023 – Preconstruction Meeting**
    - Discussion on project timeline and site work in advance of building demolition
  - **January 15, 2023 – Notice to Proceed**
  - **January 19, 2023 – Firehouse Subcommittee Meeting**
    - Reviewed budget and timeline
    - [Minutes](#)
  - **January 26, 2023 Pre-Demolition Conference** (Town of Tolland: Megan Massa, Chuck Eaton, John Littell, Jim Paquin, Rob DaBica, Scott Lappen; Lawrence Brunoli Inc: Peter Gavin; Bestech Inc: Bob Sullivan)
  - **January 26, 2023 – Fire Station offline**
  - **February 6-9, 2023 – Abatement**
    - February 9, 2023 - Post asbestos abatement visual inspection report from Reliance Environmental, LLC
    - February 20, 2023 - Waste Shipment record from Red Technologies, LLC (Portland, CT)
  - **February 10-23, 2023 - Building demolished and all debris removed**
    - Demo Permit approved February 10, 2023
- February 16, 2023 Firehouse Subcommittee Meeting cancelled.*
- **March 2, 2023 – Holding tanks installed**
- March 16, 2023 Subcommittee Meeting cancelled.*
- **March 20, 2023 – Preliminary design submitted to CHA**
  - **April 20, 2023 – Firehouse Subcommittee Meeting** – reviewed budget and timeline
    - [Minutes](#)
  - **April 25, 2023 – Building Permit approved**
  - **May 10, 2023 – First footing pour**

- **May 18, 2023 – Second footing pour**

*May 18, 2023 – Firehouse Subcommittee Meeting cancelled.*

- **June 14, 2023 – Wall Pour #1, West Side**

- First concrete truck:
  - Loaded 12:27 pm
  - Arrived 1:00 pm
- Second concrete truck:
  - Loaded 12:47 pm
  - Arrived 1:14 pm
  - Unloaded 2:11 pm
  - *Building Code does not allow the use of concrete after 90 minutes from load time. Approximately two yards of concrete had to be discarded and additional concrete truck had to be ordered.*
- Third concrete truck:
  - Loaded 3:08 pm
  - Arrived 3:57 pm
  - *Delay between trucks caused the concrete in the forms to begin to set by the time the 3<sup>rd</sup> truck arrived. This caused a cold joint, requiring repair (route the cold joint and apply silicone sealant to keep water out)*

- **June 15, 2023 – Firehouse Subcommittee Meeting**

- **Change Order #1** to replace well pump (not to exceed \$4,500) – approved
- **Change Order #2** to install a curb around the foundation (not to exceed \$22,000) – approved  
(Final cost not provided at time of approval)
- [Minutes](#)

- **June 30, 2023 – Tolland awarded \$1,000,000 towards the Fire Station Projects by CT Bond Commission**

- This does not increase the overall budget – only changes the *funding source* of \$1 million of the total \$5 million.
- We cannot use the funds towards current fire station project (Station 340), because we did not (were not required to) follow CHRO guidelines and other requirements of state funded projects.
- Can only apply the funds towards 440 and 140 and ONLY for the project scope as requested to the bond commission.
- **Scope needs to be revised to fit in our remaining budget of \$1,737,618.33.**

- **July 14, 2023 – Lawrence Brunoli submits Change Order #3 - Add Concrete Curb at Perimeter to Raise Metal Panel Above Finish Grade, \$39,134.00**

- Significantly higher than original estimated amount for \$20,000.00
- CHA responds on August 10, 2023
  - CHA estimates the cost for the curb is \$10,575.00 without markup or cost of rebar.
  - CHA requests additional items unrelated to the curb (costs for footings) be removed from the costs and be submitted on a separate change order request.

- **July 20, 2023 – Firehouse Subcommittee meeting**
  - Discussed change order process
  - Discussed the color of overhead doors
  - Discussed additional bonding approved (for Stations 140 & 440)
  - [Minutes](#)
- **July 25, 2023 – Third Footing Pour**
- **July 31, 2023 – Wall Pour #2, East Side**
  - Vibrator failed, causing an incomplete fill of the form for the canopy (covered entrance to office front side). Will need repair
  - Hairline cracks, possible curing issue. Will need to be repaired (sealed)
- **August 17, 2023 – Firehouse Subcommittee Meeting**
  - Approved change order process
  - Discussed additional bonding received
  - [Minutes](#)
- **August 29, 2023 – Construction Meeting (with Christopher Buter, Sanitarian)**
  - Septic tank needs to move (curb in the way)
  - Needs new septic permits
- **September 12, 2023 – Bonding Meeting (Brian Foley, Chuck Eaton, Megan Massa, John Littell, Carl Dojan, Rob Dabica)**
  - Reviewed the list of repairs received from CHA in 2020
- **September 21, 2023 – Septic Permit approved** (new location)
- **September 21, 2023 – Firehouse Subcommittee Meeting**
  - Update on the foundation repairs required
  - [Minutes](#)
- **September 25, 2023 - Bonding Meeting** (Brian Foley, Chuck Eaton, Megan Massa, John Littell, Rob Dabica)
  - CHA to revise costs and reevaluate the foundation at Station 140
- **September 28, 2023 – septic tank installation**
- **October 11, 2023 - Received official notice of award** \$1,000,000 in funding from the State Bonding Commission, in the form of an Urban Grant.

*October 19, 2023 – Firehouse Subcommittee Meeting cancelled*

- **October 24, 2023 – FS340 Grade Beam concrete poured**
- **November 2, 2023 – Email from CHA “tolland 140 foundation observation”**

- “Based on the data and observations we currently have, it does not appear the foundation is deteriorating at a fast rate and may last the life of the building; however, the pyrrhotite levels are high enough in the tested cores to be of concern, so there is no guarantee that the rate of deterioration won’t change.”

- **November 3, 2023 – Slab Pour #1, office side**
- **November 10, 2023 – Slab Pour #2, garage side**
- **November 14, 2023 – Generator pad and canopy poured**

*November 16, 2023 – Firehouse Subcommittee Meeting cancelled*

- **November 27, 2023 – Site paving begins**
- **December 1, 2023 – Site paving completed**
- **December 15, 2023 – Building steel delivered to site**
- **December 18 – Building metal panels delivered to site**

Upcoming Dates:

December 21, 2023 – Firehouse Subcommittee Meeting