

## MEETING MINUTES

### Firehouse Sub-committee

ZOOM Remote Meeting

Regular Meeting – August 17, 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

Members Absent: Scott Lappen, Director, Public Works; Brian Foley, Town Manager  
Lou Luba, Town Council Member (Council Vice Chair Designee)

CHA: Chuck Eaton, Town Engineer/Project Manager

Also Present: Rob DaBica, Fire Marshal

1. Chair Call the Meeting to Order  
Mr. Jones called the meeting to order at 4:36PM.
2. Approval of July 20, 2023 Minutes  
*Ms. Hancock motioned to approve the minutes of the July 20<sup>th</sup> meeting.*  
*Ms. Massa 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 timeline.  
Two changes were noted. The first was the approved change order for the well pump. Funds were moved from contingency to the Building Contractor line item. Second, an invoice was received for an additional insurance premium (\$174.). This too was moved from the contingency and is included in the Insurance/Builders Risk line item.
4. Approval of the Change Order Policy  
  
The Fire Station 340 Change Order Policy was reviewed.  
  
*Ms. Bellody motioned to approve the Fire Station 340 Change Order Policy.*  
*Ms. Massa seconded the motion.*  
*Discussion: none*  
*A roll call vote was taken. Motion passed unanimously.*

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

Ms. Massa explained that they received notice that the \$1M will be managed through the Urban Act Grants-in-Aid through the Department of Emergency Services and Public Protection. In order to receive funding, the town needs to submit information as though it is applying for a grant and no changes may be made to what was previously submitted in 2021. At that time, the plan was to replace 3 fire stations but there are insufficient funds to do so, and the scope has been revised. Thus, they need to determine what can be done with the remaining funds that is within the scope of work. Internally, they will draft a priority list and bring it to the subcommittee for approval.

6. Other Business

Ms. Massa noted that she and Mr. Eaton met with the contractor. T, and they will meet again the week of the 28<sup>th</sup>. At that time, the sanitarian will take part as well.

7. Adjournment

*Ms. Hancock motioned to adjourn at 4:45PM.*

*Ms. Bellody seconded the motion.*

*Discussion: none*

*Motion passed unanimously.*

Lisa A. Pascuzzi

Firehouse Sub-committee Clerk

# Fire Station 340 Budget Summary

Agenda Item #3

Updated: 9/14/2023

## Expense Accounts

Munis Account	Line	Original Budget	Adjusted Budget	Spent	Encumbrances	Available Budget
722420	Architectural Engineering	\$ 232,415.00	\$ 232,415.00	\$ 202,728.47	\$ 29,686.53	\$ -
722440	Building Contractor	\$ 2,257,000.00	\$ 2,260,680.00	\$ 707,809.85	\$ 1,549,190.15	\$ 3,680.00
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>\$ 923,878.59</b>	<b>\$ 1,578,876.68</b>	<b>\$ 524,522.73</b>

## Change Orders Log

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