

EMS Facility Workgroup

**** DRAFT ****

Special Meeting Minutes

11-19-2015

Monroe Town Hall

Attendance: John Brenna

Domenic Paniccia (departed meeting at 7:10)

Kenneth Kellogg

Dennis Condon

1. Call to Order – meeting was called to order by Chairman Kellogg at 7:02 PM
2. Jacunski Humes Architects, LLC
 - a. Status of space and site needs - Chairman Kellogg reported that a final draft of the report, which he distributed, was received by Brian Humes. The report was also distributed to the EMS Chief and, as per earlier Workgroup discussions, the EMS Commission. Mr. Brenna and Mr. Paniccia provided some input in regards to the content of the document. Chairman Kellogg stated that once the EMS Commission has provided their input, he would schedule a meeting of the Workgroup with Brian Humes. Workgroup members agreed that they were very satisfied with the progress of the project to date.
 - b. Chairman Kellogg reported that he received invoice # 15295 from Jacunski Humes representing 50% progress on phase 1 of the entire scope of work, the space and site needs report. Workgroup members agreed that this was appropriate. Motion by Mr. Condon, seconded by Mr. Brenna, to approve and recommend full payment of the invoiced amount of \$4,000.
3. Adjournment – Motion to adjourn by Mr. Condon, seconded by Mr. Brenna. Meeting adjourned at 7:20 PM