

**EMS Facility Workgroup  
Regular Meeting  
May 21, 2015**

**Monroe Town Hall**

**In attendance:**

Ken Kellogg  
Dennis Condon  
Domenic Paniccia  
Mike Vitello  
John Brenna

**Call to order:** Chairman Kellogg called the meeting to order at 7:09 pm.

**Review of minutes:** The minutes of the April 28, 2015 meeting were reviewed and approved with no modifications, additions or deletions. All were in favor.

**Old business:** Chairman Kellogg led the group in discussion about the three proposals submitted by Antinozzi Associates, Silver/Petrucci & Associates and Jacunski Humes Architects.

Workgroup members discussed the merits of each proposal and took into consideration experience, project management approach, deliverables, fee structures and exclusions, available resources and the study completion timeline.

After much review and discussion, all agreed the Jacunski Humes proposal met the objectives of the EMS Facilities Workgroup to provide an interior/exterior space and needs assessment, site evaluation, schematic design and a professional estimate of total project costs.

Dennis Condon motioned to recommend funding for the Jacunski Humes proposal. Mike Vitello seconded the motion. All were in favor.

Domenic Paniccia recommended Chairman Kellogg send a letter to Antinozzi Associates and Silver/Petrucci & Associates thanking them for their participation in this process. All agreed.

The group discussed financing for the feasibility study. Chairman Kellogg stated a finite number is needed since there is no physical amount allocated at this time for the study. Domenic Paniccia raised concerns about additional costs that could occur. Mike Vitello recommended a 20% contingency amount over the quoted amount from the selected Architectural and Engineering firm. This is a normal and accepted business practice as there may be additional costs for amendments, revisions and other changes. . John Brenna and Dennis Condon were in agreement and recommended a “not to exceed” amount be presented for budget approval.

John Brenna motioned for Chairman Kellogg to present to the Board of Finance a request for allocation of funds in the amount of \$25,000.00 with an additional 20% contingency. The total amount for budget planning purposes will not exceed \$30,000.00. Dennis Condon seconded the motion. All agreed.

**New Business:** The monthly meeting schedule for the second half of 2015 was discussed. All agreed to the 4<sup>th</sup> Tuesday of the month. The dates are as follows: June 23<sup>rd</sup>, July 28<sup>th</sup>, August 25<sup>th</sup>, September 29<sup>th</sup>, October 27<sup>th</sup>, November 24<sup>th</sup> and December 29<sup>th</sup>.

The next EMS workgroup meeting is scheduled for June 23, 2015 – 7:00pm. Motion to adjourn the meeting made by John Brenna and seconded by Mike Vitello.

Respectfully submitted by

John Brenna