

**EMS Facility Workgroup
Regular Meeting – Draft Minutes
April 28, 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 7:06 pm.

Review of minutes: The minutes of the March 24, 2015 meeting were reviewed and approved with no modifications, additions or deletions. All were in favor.

Workgroup member changes: Chairman Kellogg stated John Quinlavin submitted his resignation from the workgroup and welcomed new member Mike Vitello with a background in the construction industry.

Old business: Chairman Kellogg invited three consulting companies to give a 45 minute presentation with Q&A at the April 28, 2015 meeting. These include Jacunski Humes Architects, Antinozzi Associates and Silver/Petrucci & Associates. Criteria for consideration included experience in Connecticut, project management methodology approach and company capabilities.

To help serve as a helpful information document, Chairman Kellogg provided each company a copy of the 2014 Town of Monroe EMS Facility Search Committee final report which includes a review of the current facility, future needs and requirements, potential facility locations based on call cluster volumes and estimated costs.

Jacunski Humes Architects, LLC – Represented by Brian Humes

Summary

- In business 19 years – Public Safety Expertise
- Based in Berlin, CT
- Projects in Connecticut and Massachusetts
- Drawings/formats meet municipality needs
- 15 active projects
- Police, Fire, EMS experience – references/photos shown
- Project experience in Monroe, CT
- Project approach - Deliverables
 - Analysis – Data collection, existing facility, space needs, future requirements, inside, outside
 - Site Evaluation – Egress, zoning, environmental, photos of available sites, site plan showing building/parking
 - Design Schematics – Floor plans, exterior elevation and site utilization
 - Professional cost estimate – Hard costs, anticipated costs for communications, testing /inspections, total budget for turnkey completion, timeline for project completion
 - Final report and recommendations – Space needs assessment, site evaluation, schematic design documents, cost estimates, timeline schedules, rendered presentation for public display

There was general Q&A from all the facility workgroup members. Chairman Kellogg asked Brian Humes to submit a quote for each phase of the project.

Antinozzi Associates – Represented by William Mead, Paul Lisi and F. Michael Ayles

Summary

- In business 60 years – Based in Bridgeport & Norwalk, CT
- Reputation/expertise for large projects – Institutions, Schools
- References/photos shown in qualifications booklet
- Project experience in Monroe, CT
- Experience & understanding of Town Approval process
- A visit was made to the EMS Jockey Hollow facility to review space, sleeping quarters, staircase/office, on-duty personnel quarters, vehicle requirements
- Project approach – Deliverables
 - Facility survey & data collection – evaluation documentation
 - Options – New building, existing building renovation
 - Time line requirements
 - Conceptual solutions, designs
 - Cost estimates
 - Standard formats used for factoring in costs – building, equipment, furniture
 - Town Communications - Public presentations, PR releases
Town of Monroe website, social media

Chairman Kellogg asked for gross square footage information that would include a footprint of the building, acreage requirements and a conceptual design. Chairman Kellogg asked that a quote for the feasibility study based on the meeting discussion. There was general Q&A from all the facility workgroup members.

Silver/Petrucci & Associates – Represented by Ken Sgorbati, Bill Silver and Dean Petrucci

Summary

- In business 23 years – Based in Hamden, CT
- Designed renovations, expansions and new construction for 28 EMS facilities in Connecticut
- Full service architectural, engineering - electrical, mechanical and civil, fire marshal and design expertise – In house staff
- Use of 3-D modeling and air photography – Entrance, exit, parking
- Energy planning and savings estimates – use of solar, geothermal technology
- Multiple building options – New or pre-engineered
- Project approach – Deliverables
 - Needs analysis and requirement – Needs assessment schedule provided
 - Site planning & selection
 - Design schematics
 - Project timeline
 - Cost projections
 - Marketing Communications

There was general Q&A from all the facility workgroup members. Chairman Kellogg asked for an updated quotation to include needs analysis, site selection and conceptual design footprint.

The next EMS Workgroup meeting is scheduled for May 21, 2015 - 7:00pm. Motion to adjourn the meeting made by John Brenna and seconded by Mike Vitello.

Respectfully submitted by

John Brenna