



May 09, 2005

***MINUTES OF FIRE STATION BUILDING COMMITTEE MEETING
MAY 09, 2005 HELD AT FIREHOUSE***

MEMBERS PRESENT: Dwight Rowland, Joe Calistro, Fire Chief Andrew Esposito, Paul Antinozzi, Steve Francis, Jim Urbano, David King and Peter Hershman

MEMBERS ABSENT: None

OTHERS PRESENT: None

Meeting was called to order at 7:10 PM.

All new Members were introduced to each other.

First order of business was to elect a Chairman for this Committee. Urbano moved (Rowland seconded) motion to elect Joe Calistro Chairman, as Joe had been Chairman of the original Building Committee. Motion passed unanimously.

Joe Calistro then moved to elect Dwight Rowland Vice - Chair of this Committee. Esposito seconded the motion ; motion passed unanimously.

Joe Calistro then distributed the following documents, which Joe briefly discussed for the Committee's information / future use :

1. Summary of Expenditures from previous Building Committee (as of May 09, 2005)
2. Chronology of Fire Station from 1996 to Present

Continued on Page 2



May 16, 2005
Page - 2 -

Fire Station Building Committee Meeting - May 09, 2005

Dwight Rowland then reviewed each item contained in the Charge from the Board of Selectmen dated April 13th to ensure each Committee Member understood same. It was noted that per comments from previous Board of Selectmen meetings, the Board wanted to expedite this process and possibly go to a Town Referendum by early Fall of 2005 with construction to start early 2006.

Joe Calistro clearly stated he had a problem with Item No. 4 a & b on Page 2 of 2 (RFQ for A / E firm). Joe noted that based upon all the work that had previously been performed by DeCarlo & Doll for the past several years that he felt we had an ethical obligation to retain them to complete the project they had started. It was noted that if the Committee opted to seek services of a new A / E firm, the design process could be delayed for months but after much discussion, the majority of the Committee indicated their intention to closely follow the Selectmen's Charge.

Paul Antinozzi suggested the Committee follow the specific steps noted below in retaining an A / E firm :

1. Send out an RFQ {Request for Qualifications} similar to the one attached that Paul developed as a sample to obtain qualifications of various A / E firms, from which the Building Committee could short list down to 3 - 5 interested firms
2. While the firms are responding to the RFQ, develop a formal RFP {Request for Proposal} that would then contain specifics pertaining to the Firehouse project and transmit same to the short listed 3 - 5 firms to respond to with regard to design fees, services, etc.

Continued on Page 3



May 16, 2005
Page - 3 -

Fire Station Building Committee Meeting - May 09, 2005

After much discussion, it was moved by Esposito and seconded by Antinozzi for the Committee to pursue this separate RFQ / RFP process. The motion was amended to allow both Rowland and Antinozzi to review / amend this sample RFQ to ensure it contained pertinent information for this project. Rowland would then forward it to Amey Marrella tomorrow morning for her review / comments and possibly get it on the Selectmen's Agenda for their meeting on Wednesday evening, May 11th. Motion passed 7 to 1 {Calistro against}.

Dwight Rowland distributed a copy of the specific 20,000 SF space needs document for the proposed new Firehouse that was approved by the Board of Selectmen in their July, 2004 meeting as well as some additional information that was generated by S E A Consultants for the Siting Committee based upon their study at the Fitzgerald property. It was noted that these space needs would then form the foundation on which the A / E firm would predicate their design on.

Next Committee meeting was established for next Tuesday, May 17th, at 5:00 PM at the Firehouse.

Motion made by Francis (seconded by Rowland) to adjourn the meeting. Motion passed unanimously. Meeting was adjourned at 8:35 PM.

Respectfully submitted,

Dwight C. Rowland,
Committee Vice - Chair

cc: Woodbridge Town Clerk