

MEETING MINUTES

Trumbull Veterans & First Responders Building Committee

Via Zoom

Thursday, January 20, 7:00 pm

Call to Order

The meeting was called to order by Chairman Ray Baldwin at 7:00 pm.

Pledge of Allegiance

Attendance

Present:

Ray Baldwin, Chairman
Dan Sacco
Michael Lombardo
Bruce Silverstone

Steve Lemoine
MaryBeth Thornton
Dawn Cantafio

Absent:

Preston Merritt

Also Present:

George Wiles, Architect at Wiles Architects
Zoraida Ramirez, Associate at Wiles Architects
Kevin Bova, Town of Trumbull Purchasing Agent
Dan Martin, Assistant Finance Director, Town of Trumbull
Roy Molgard
Ernie Foito
Paul Wettenstein
George Estrada, Director of Public Works, Town of Trumbull
Bill Mauer, Town Engineer
Jim Nugent, Attorney-Town of Trumbull

Approval of Minutes from December 16, 2021 Meeting

Moved by Ms. Cantafio and seconded by Mr. Sacco to approve the December 16, 2021 Meeting Minutes. **Vote: 7-0-0**

Public Comment: None

Moved by Mr. Lombardo and seconded by Mr. Lemoine to take Agenda Item A out of order.
Vote 7-0-0

Website & Donation System Update (Dan Sacco, Sujata Wilcox)

Mr. Sacco and Ms. Wilcox are working together on the ecommerce platform. Have spreadsheet keeping track of checks coming in. Everything is set up through the website. Will get a report from the platform of items sold. Bill Chin will take over tech issues. Mr. Sacco and Ms. Wilcox will coordinate spreadsheet to account for everything. Mr. Sacco stressed the importance of cross-referencing donations with items sold to make sure everything is accounted for.

Ms. Wilcox has been depositing funds as they come into the account set up by Maria Pires, Finance Director. Mr. Silverstone said that Mr. Merritt has agreed to keep track of this.

Mr. Baldwin stated that the said funds received in the account will stay put until there is absolute certainty that we will build the facility.

State & Federal Funding Update (Rina Bakalar, Ray Baldwin)

Since Ms. Bakalar was not present, Mr. Baldwin updated the committee. They had a call with associates from Reps. Himes, Blumenthal and Murphy offices. Ms. Bakalar must make some modifications on the grant. Mr. Baldwin received an invitation from Mr. Himes's office to join a meeting at Frenchtown School. Mr. Baldwin will attend and discuss the project with him at that time. Ms. DiNardo has requested a phone call with Gov. Lamont regarding the project.

Soil Testing Invoice (Bill Maurer)

Mr. Mauer reported that samples were taken for testing to make sure there were no contaminants. This was done in April 2021 when testing for septic system, and the results are no hazardous materials were found.

Moved by Mr. Sacco and seconded by Mr. Lemoine to approve the WSP soil testing invoice for \$594.00. **Vote 7-0-0**

Discussion & Vote on Wiles Associates Invoices

Moved by Mr. Silverstone and seconded by Ms. Cantafio to approve the invoice for \$7,500 (\$6,450 is the actual expenditure) for professional services for phase 1 of work (demolition) and construction administration. **Vote 7-0-0**

Moved by Mr. Sacco and seconded by Ms. Cantafio to approve the invoice for \$1,426 for asbestos and lead inspections. Mr. Wiles stated that this detailed testing of the inside of the building was part of requirement to demolish building. **Vote 7-0-0**

Demolition Update (George Estrada)

Mr. Estrada reported that all documents are in place. Conte and Co. sent notification that they are tentatively scheduled for demolition to begin on Jan 24. Will take about one week to finish, including clean up and remove of material.

Will keep the flag pole and repurpose it.

Regarding the pond dredging, Mr. Estrada said that it is in capital funding and have a placeholder for permitting of pond. Mr. Estrada explained that this will be an exercise similar to dredging of Gunther Pond. Need to initiate permitting and this will take about one year to complete and there is no way of expediting. Mr. Estrada said they are looking at alternatives of where to place dredged material or contract to haul away. The building would be impacted if pond dredging occurs after the facility is built. Mr. Estrada said aesthetically will be a negative impact. Should time this so opening of facility occurs before dredging starts. Mr. Estrada will find out how long it will take to dredge pond of this size. Mr. Silverstone is concerned with how do we rent out building if dredging is going on. Mr. Baldwin shares same concern, but said that it's too early in the process to deal with this and we'll have to adapt. Mr. Estrada to ask for estimate from engineering firm of timing of dredging.

Mr. Sacco asked if we are clear with location of septic tank Mr. Wiles said locations previously chosen didn't pan out, so looking at another location for septic system that will work.

Financial update (Preston Merritt & Dan Martin)

The financial update postponed to next meeting.

Other business to come before the committee: None

Adjournment

Moved by Ms. Cantafio, seconded by Mr. Sacco to adjourn the meeting at 7:40 pm.

Vote: **7-0-0**

Submitted by

Marisa Petriello

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george@wilesarch.com
www.wilesarch.com



BILL TO
Raymond Baldwin
RE : Trumbull Veterans &
First Responders Center
5866 Main Street
Trumbull, CT 06611 USA

DATE	PLEASE PAY	DUE DATE
11/17/2021	\$1,426.00	11/17/2021

DATE	DESCRIPTION	QTY	RATE	AMOUNT
11/17/2021	Asbestos & Lead Inspection Completed 11/3/2021 Brooks Environmental Consultants, LLC Invoice #MZ210993 dated 11/12/2021 \$1,240.00 x 1.15 =	1	1,426.00	1,426.00

Thank you for partnering with Wiles + Architects

TOTAL DUE **\$1,426.00**

THANK YOU.



Est 1972

257 Naugatuck Avenue
Milford, CT 06460

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fax. 203.384.1751

www.wilesarch.com

November 22, 2021

Raymond Baldwin
Trumbull Veterans & First Responders Center
One Veterans Circle
Trumbull, Ct 06611

Re: Additional Professional Services Proposal

Dear Ray:

We are pleased to submit our additional services proposal for the additional services required for the Design and Bid documents as well as the Construction Administration services in connection with the separate Site Preparation and Structure Demolition Bid and Contract.

Scope of Services

The scope of the proposal includes the following services:

- Preparation of supportive drawing and specification for the Grant Application
- Development of Construction/Bidding documents.
- Coordination with the Town of Trumbull Purchasing Department Bidding procedures
- Review and recommendation of the lowest bonified Bidder to the Building Committee and Purchasing Department
- Coordination and Administration of Hazardous Materials Inspection and report
- Review and recommendation of Proposed Change Orders during the Construction Phase
- Submission to Wetlands documentation for the Demolition Phase. Preparation of Erosion & Sediment Control Documents and responses to Wetland's review comments.
- Review and approval of Contractor's Request for Payments.

Professional Fees

- Our additional professional services fee for this additional work beyond our basic service contract shall be a stipulated sum fee of seven thousand dollars (\$7,500.00).
 - Design Document Phase.....\$5,000.00
 - Bidding Phase..... \$1,000.00
 - construction Admin. Phase..... \$1,500.00
 -

if you have any question of need additional information, please let us know

thank you

Respectfully Submitted,

George A. Wiles, A.I.A.

Wiles Architects, LLC
257 Naugatuck Avenue
Milford, CT 06460
+1 2033666003
george@wilesarch.com
www.wilesarch.com

Invoice 5833



BILL TO

Raymond Baldwin
RE : Trumbull Veterans &
First Responders Center
5866 Main Street
Trumbull, CT 06611 USA

DATE	PLEASE PAY	DUE DATE
12/09/2021	\$6,450.00	12/09/2021

DATE	DESCRIPTION	QTY	RATE	AMOUNT
11/25/2021	Construction Document Svcs - Architectural Design/Documentation - preparing Design Bid Documents for the separate bidding and contract for Phase 1 - Site Preparation Grant Funded work	5,000	1.00	5,000.00
11/25/2021	Bidding or Negotiation Svcs - Project Administration - Preparation of Bid specifications for the Bidding of Phase 1 Site Preparation Grant Funded work	1,000	1.00	1,000.00
12/09/2021	Construction Contract Admin - Project Administration - Of the Site Phase 1 Grant Funded Work separate Contract	1,500	0.30	450.00

Thank you for partnering with Wiles + Architects

TOTAL DUE **\$6,450.00**

THANK YOU.

STATEMENT OF ACCOUNT

December 13, 2021

RECEIVED
DEC 22 2021
ENGINEERING



One Penn Plaza, 2nd Floor
250 W 34th Street
New York NY 10119

TOWN OF TRUMBULL, CT
TOWN HALL
5866 MAIN STREET
TRUMBULL, CT 06611

MAURER, WILLIAM wmaurer@trumbull-ct.gov

<u>Project</u> <u>Name</u>	<u>PO</u>	<u>Number</u>	<u>Invoice</u> <u>Date</u>	<u>Number</u>	<u>Balance</u>
Phase I - 1 Veteran's Circle		31402975.000	2021-04-29	1052019	594.00
					<hr/> 594.00

If you have questions regarding this statement, please contact US_Client_AR@wsp.com.



Dear Valued WSP USA Inc. Client:

On the reverse side please find a viable solution for easy payment processing without the hassle of postage and the delay of transport to the payment processing center. Avoid unnecessary delays and lost payments while using a reliable and secure payment processing tool.

It is our privilege to partner with you,

Client Accounts Receivable Team
WSP USA, Inc
4139 Oregon Pike,
Ephrata, Pa 17522

Remittance Address:
PO Box 732476
Dallas, TX 75373-2476