

Avon Designer Selection Committee
Tuesday, July 2, 2019
11:00 a.m.

TOWN OF AVON
2019 AUG 26 A 9:56
TOWN CLERK

In Attendance:

Tracy Self, Chair
Alex Sinclair
Chuck Comeau

Guests:

Don Velozo, Sr. Project Manager, ACG
Dana DaCosta, ACG
Bob Spurr, Avon's Fire Chief
Mark Saccoccio, Saccoccio & Associates
Kyle Robinson, Saccoccio & Associates

Absent:

Elaine Dombrosky
Jay Suzor

The Avon Designer Selection Committee met at Town Hall on Tuesday, July 2, 2019, at 11:00 a.m.

Tracy Self called the meeting to order. The purpose of today's meeting was to begin the process of renovating the Avon Fire Station by meeting with Mark Saccoccio, the chosen Designer. Don Velozo took over the meeting and spoke to Mark about the budget and asked if he had any questions about it. Mark said he had no problem with the budget. Seeing that Mark was on board with the budget, Don moved on to the schedule. Don asked Mark when he would like to go out to bid. Next Spring? Yes. Once the design is approved, it will go out to bid.

Don now wanted to go through the dates with Mark. The final completion date of the Fire Station would be July 22, 2021. Mark did mention that he had the Town's existing design and a discussion ensued regarding it.

Next, Mark went through his Kick-Off Meeting Agenda Items. It was noted that the initial budget of this project is \$3.6 million, but with contingency, may be it could be brought down to \$3.5 million. He said they have all the numbers and they will work with them.

Prime Contact - who talks to who? How do you want reporting to go? Don said the OPM is the first contact. If you need to reach out to the Chief, please copy ACG and if everyone should know, they will get copies as well. Don said he will send Mark all of the names and email addresses he will need.

Confidentiality - How will things be handled? Mark said they will not disseminate any information. If anybody asks them - he will tell them to go to the Chief or whoever. He said they will not release any information until he talks to the Committee. (He said once a rendering is done, he will send it out to everyone.)

Building Codes - Both Chuck Comeau and Chief Spurr said there may be changes to the energy codes Mark had listed. They will keep an eye on it and they will talk to the Building Inspector to make sure they are up-to-date.

Program Status (copy of any existing drafts) - They have it and they thanked the Committee for the existing drafts. Programming meetings - they would like to meet with the Chief and the Committee next week. (The Chief and his Deputy will be attending.) It will be held on Monday, July 8th at 2:00 p.m. at the Avon Fire Station.

Design Intent - Mark asked the Committee, "What are your goals for the building? What do you want in the building? What are the measurements?" He now spoke about:

- Functionality
- Quiet for Sleeping
- Storage Needs
- Safety Issues
- Everything Parked Inside

Mark said they will take everything in - go through it - and then come up with priorities. In the end they will have a document with everything put in and then go through it to see what everyone ultimately wants.

Site - Mark briefly mentioned his checklist:

- Site Options
- Existing Topo.
- Wetlands
- Geotechnical
- Master Plan
- Zoning

Continuing, Mark said they need to get the site drawings going. Don stated they need to see where the footprint is going to be before doing anything else (moving the building around, etc.). Chuck said they need to know how they're going to handle septic first. The field will not stay there. They need to figure out where everything makes sense. They will talk about things, even if they're not in the Master Plan.

It was now noted that the construction of the building would be going out to general bid. Mark said they will put together their schedule - put it out in early fall/winter.

At this time, Bob Borden, Avon's Building Inspector, stopped by. Chuck asked him about the new codes/zoning laws and when they will have to follow them.

The next item brought up was when they were going to meet. The next scheduled Committee Meeting was going to be held on Thursday, July 25th, at 6:00 p.m. The standard meetings for the Fire Station will be held on the last Thursday of every month. On the 25th the Committee will meet at 6:00 p.m. for the Fire and then at 7:00 p.m. for the Police.

Mark now spoke a little about:

- Housekeeping Items
- Work Plan
- Environmental Report
- Site Environmental Analysis

Don brought up bills and how they are to be paid. He said Mark has to send his bills to Don first and then after Don reviews them, they will go to Tracy.

Don asked if anyone had any concerns. Chuck asked about 3-D. Mark said they had BIM high level digital model for Architectural and Mechanical - showing key elements only. Don told Mark he wants to avoid gaps in the Fire Station - things that fell through the hole with the Police Station. They want to stay ahead with the Fire (subbing things out, etc.).

With nothing else to discuss, Tracy entertained a motion to adjourn. Chuck made the motion to adjourn with Alex seconding that motion. The meeting adjourned at 12:03 p.m.