

Designer Selection Committee  
Wednesday, November 3, 2021  
5:30 p.m.

TOWN OF AVON  
2021 DEC 13 A 8:05  
TOWN CLERK

**In Attendance:**

Tracy Self, Chair  
Chuck Comeau  
Alex Sinclair

**Guests:**

Don Velozo, ACG  
Robert Spurr, Avon's Fire Chief  
B.J. Puchalski, P&P Contractors

**Absent:**

Jay Suzor  
Elaine Dombrosky

The Avon Designer Selection Committee had a video conference call on Wednesday, November 3, 2021, at 5:30 p.m.

Tracy Self called the meeting to order. She then read an Emergency Order from Governor Charlie Baker regarding remote board meetings. When she finished going through the Order, she turned the meeting over to Don Velozo from ACG.

Don began by reviewing his Previous Meeting Minutes.

Item #26.0 - Budget. This was regarding the Station Alerting System, which was approved for \$22,310.00. This item was closed.

Item #20.0 – Budget. This item had to do with trade permit credits. This item was closed.

Item #25.3 – Budget. This item had to do with the approval of the Dedication Plaque. This item was closed.

Item #26.1 - Budget. This item had to do with the Docking Station being priced too high. This item was closed.

Item #26.3 – Budget. This item had to do with revising the Epoxy Flooring. This item was closed.

Item #27.0 – Change Order. The Plumbing Permit credit was approved. This item was closed.

Item #27.1 – Change Order. This item had to do with the Washer Extractor Wiring and was closed.

Item #27.2 – Change Order. This item had to do with Unsuitable Soils and was closed.

Item #27.3 – Payment. This item had to do with Project Invoices and was closed.

Item #27.4 – Payment. This item had to do with W.B. Mason's Invoice and was closed.

Item #20.4 – Quality Control. This had to do with the electrical cables and MAK looking for a credit. This item was closed.

Item #26.5 – Quality Control. This item had to do with the sewer lines and was closed.

Item #27.5 – Quality Control. This had to do with the intended operation of emergency back-up feature of the lighting fixtures. B.J. Puchalski explained it to everyone, and this item was left open.

Item #27.6 – Quality Control. This item had to do with removing the tire marks. Chuck Comeau suggested they get tire pads. This item was left open.

Item #27.7 – Quality Control. The Emergency Supply Room had no conditioned air supply. The work was completed on this, and this item was closed.

Item #27.8 – Quality Control. This item had to do with no uninterrupted power supply for HVAC controls. This item was closed.

Item #27.9 – Quality Control. This item had to do with the recent roof leak. There were no leaks observed during the Nor'easter and this item was closed.

Item #27.10 – Quality Control. This item had to do with landscaping issues. B.J. offered a \$2,000 credit for regrading and reseeding. The Committee would like to talk to Mark Saccoccio regarding this first. This item was left open.

Item #23.6 – Schedule. Paving is complete as well as the apparatus floor. This item was closed.

Item #27.11 – Schedule. This item had to do with Substantial Completion of the Fire Station. A signed certificate was issued. This item was closed.

Item #27.12 – Schedule. This item had to do with the Fire Station's Open House. This item was closed.

Don now continued with the Designer's Update. He noted the following:

- ✓ House Air Compressor – B.J. said it was to ship on October 29<sup>th</sup>, but it still has not shown up. He said it should show up soon.
- ✓ HVAC Change Order – EMS Storage
- ✓ Landscaping – this had already been covered
- ✓ Attic Stock – B.J. said there is still an occupancy sensor that has been back ordered
- ✓ Emergency Lighting in the Apparatus Bay
- ✓ Attic Stairway Lighting – this has been corrected
- ✓ Radio Equipment – work is occurring
- ✓ Access Control – this has been completed

Don moved on and gave the Budget Update. He said the only change was from Atlas/ATC for \$604.00.

The next item on Don's agenda was Change Orders. There were no change orders this month and they do not have anything pending. Don will have Mark prepare the final Change Order and then Don will get on the Selectmen's agenda soon.

Continuing with Project Invoices, Don would like to get the following approved by the Committee.

Amazon (TV)	\$ 4,359.90
Atlas/ATC	\$ 604.00
ACG	\$ 4,000.00
S&A	\$ 9,500.00
P&P	<u>\$ 69,048.30</u>
Total	\$ 87,512.20

Tracy entertained a motion to pay the Project Invoices for a total of \$87,512.20. Alex made the motion to approve the Invoices for \$87,512.20. Chuck seconded the motion. There was no discussion. Tracy asked for a rollcall vote with Chuck, Alex, and Tracy all saying "Aye." It was unanimous and the motion carried.

They now went on to New Business. Don brought up the following:

- ✓ Additional TV's – This item was left open.
- ✓ Partners Telephone – a proposal was submitted to relocate the phone system from the attic to the IT rack. Don thought they were staying in the attic. Kyle thought that too. Chief Spurr said to leave them where they are.

Chief Spurr now mentioned the phones themselves. He said they do need more. Don asked the Committee if they wanted to do this. Tracy said they do need to get more and then entertained a motion to purchase ten (10) more phones for a total of \$3,096. Alex made the motion to purchase ten phones for a total of \$3,096. Chuck seconded the motion. There was no discussion. Tracy asked for a rollcall vote with Chuck, Alex, and Tracy all saying "Aye." It was unanimous and the motion carried.

Chief Spurr brought up the need for a new soap dispenser. He said he received a quote from Daniel's Equipment for a soap dispenser at a cost of \$1,922.20. Tracy entertained a motion to purchase the soap dispenser for \$1,922.20. Chuck made the motion to purchase the soap dispenser for \$1,922.20. Alex seconded the motion. There was no discussion. Tracy asked for a rollcall vote with Chuck, Alex, and Tracy all saying "Aye." It was unanimous and the motion carried.

The next meeting was now scheduled. It will be held on Wednesday, December 1, 2021, at 5:30 p.m.

At this time B.J. mentioned to the Committee that after the compressor comes in, he would like to close out his contract.

Finally, the last item on Tracy's agenda was the approval of Meeting Minutes. She said they need to approve the Meeting Minutes of August 3, 2021, and September 16, 2021. She asked if anyone had any comments or concerns on them. No one did, so she entertained a motion to approve the



Minutes of August 3, 2021. Chuck made the motion to approve the Meeting Minutes of August 3, 2021. Alex seconded the motion. There was no discussion. Tracy then asked for a rollcall vote with Chuck, Alex and Tracy all saying "Aye." It was unanimous and the motion carried. Tracy then entertained a motion to approve the Meeting Minutes of September 16, 2021. Chuck made the motion to approve the Meeting Minutes of September 16, 2021. Alex seconded the motion. There was no discussion. Tracy then asked for a rollcall vote with Chuck, Alex and Tracy all saying "Aye." It was unanimous and the motion carried.

With no other items to discuss, Tracy entertained a motion to adjourn. Chuck made the motion to adjourn with Alex seconding the motion. There was no discussion. Tracy asked for a rollcall vote with Chuck, Alex and Tracy all saying "Aye." It was unanimous and the meeting adjourned at 6:23 p.m.