

Minutes

Emergency Medical Services Planning and Building Committee

Meeting November 28, 2023

7:00 pm

Easton Public Library Conference Room and Zoom

Present: Bill Andrews, Jon Arnold, Wendy Bowditch, John Foley, Michael Gutowski, Rob Klem, Victor Malindretos

Absent: Jim McCarthy

Guests: David Bindelglass, First Selectman and Christine Calvert, Finance Director

1. Meeting called to order at 7:01 pm.
2. The minutes were reviewed from October 10, 2023. Motion to amend minutes reflecting Jon Arnold left the meeting very early on made by Robert Klem and seconded by Victor Malindretos. Motion passes unanimously.
3. We have initially received 2 RFQ's and reopened it until December 4. So far we have CAH, Easton, Alloy, Greenwich, Christian Rae, Fairfield and Raabe, Easton. We agreed to interview our top 3 architectural choices. The bidders will be informed of a 4 phase (Phase I - Site Review and Initial Planning, Phase II - Design Development, Phase III - Construction Documents and Specifications, Phase IV - Construction Administration and Review) process and we will assess the top 3 choices via interview ASAP.
4. It was noted that going forward any action to spend under \$2500 will be signed off by Chairman Andrews. Over \$2500 we will seek quotes and over \$7500 will go out for bids. Motion was made by Rob Klem and seconded by Wendy Bowditch to approve spending \$2150.00 for Phase 1 testing of 444 Sport Hill Road. It is certain we will need to do Phase 2 and will request Christine Calvert to post requests for bids as the job is estimated to be over \$2500.
5. Estimated time line now gets us closer to August than June for town meeting approval. We will go to the BOF via Bill Andrews to inform them. We also discussed centralized record keeping and filing for future audits or questions that might come up. John Foley has a system similar to Google Docs we can use. We also discussed the importance of making all communications copied to all members of the committee.
6. No emails were received.
7. Motion to adjourn was made by Jon Arnold and seconded by Victor Malindretos. Motion passed unanimously at 8:05 pm.

Submitted by Wendy Bowditch, Secretary.