

STEAP Grant Committee 103 (FVCT) Main Street Project Meeting
Saturday, January 9, 2010 @9:00 AM
108 Main Street, Falls Village, Connecticut 06031

The STEAP Grant Committee for the 103 Main Street Project was called to order at 9:05 AM by First Selectman Patricia Mechare. Other Grant Committee members present were Selectman Charles Lewis and Scott Clemons and Denise Cohn who are also members of the FVCCC Building Committee. Arriving at the meeting a bit later were FVCCC Building Committee members Noelle LaMunier and Vance Cannon.

Mechare gave an update on the submissions the Town had made that were necessary before the contract between the Town and the State were processed. She also reported on a conversation she had had with Mary Plaskonka regarding that process. First, Plaskonka reviews the material and if she is satisfied, then sends the packet to the DSS contracts unit. Once it passes muster there it is sent to the Attorney General's Office for final review and approval and proper signatures. The process could take up to eight weeks. Mechare will send Plaskonka a revised first page of the "contract" to include work on the electrical system of the 103 Main Street Project, which had not been included in the answer to one of the questions. Mechare will confirm with Plaskonka that the Town can select an architect (a historic architect, if desired) and/or project manager without bidding or bonding and also confirm that the allocated amount of \$65,500 can be used entirely for the architect or a combination of use for an architect and/or project manager, with the understanding if the entire amount is used for an architect that the plans for the entire project must be complete. Mechare will follow-up with liability insurance coverage with Paul Konezney at Curtis Insurance Agency to determine exactly what information is needed beyond the fact that the building has a new roof and gutter system, but is vacant. The cost of such coverage for the two year term of the project will be needed. There was discussion regarding the septic system. It was noted that the FVCCC Building Committee had also been alerted that drainage work needed to be completed and it had been indicated by a local contractor to do the work for both at the same time. Mechare and Lewis suggested that there essentially be two bid packages that were advertised at the same time so that a contractor could bid on just the septic or just the drainage or both. Mechare will provide Cohn with a copy of the Fire Department's bid package, but it was explained that the core of the package is the engineered septic

plans of which at least half a dozen copies would be needed. Further, since the STEAP grant for the Fire Department was a reimbursable grant, the Department paid the up-front costs. Additionally at that time there was no bidding requirements from the State, and that therefore the wording for the bid package for the 103 Main Street (FVCT) Project would be slightly different. There was also a question about the possibility that consideration of a project manager, if the Committee decided to go that way, might include person related to a member of the Board of Selectmen. It appears that the only thing required is disclosure, but Mechare will check.

There being no further business to come before the STEAP Grant Committee on a motion by Lewis, seconded by Mechare the meeting unanimously adjourned at 10:05 AM.

Respectfully submitted,

Patricia Allyn Mechare
First Selectman