

EMS Facility Workgroup

Regular Meeting

Monroe Town Hall - Annex

DRAFT Meeting Minutes

August 30, 2016 7:00 PM

Attendance:

Jacunski & Humes, Architects

Ken Kellogg, Chairman

Brian Humes

John Brenna

Domenic Paniccia

Dennis Condon - arrived at 7:25 PM

Call to order – Chairman Kellogg called the meeting to order at 7:09 PM

Review of previous meeting minutes – The minutes of the July 26, 2016 meeting were reviewed. Motion made to approve the minutes by John Brenna and seconded by Domenic Paniccia. All were in favor o approve the meeting minutes.

Public Participation - None

Unfinished Business – Brian Humes, Potential Site Identification

Brian Humes provided the workgroup with a Site Assessment Report that focused on the evaluation of (2) sites – the existing EMS site at 54 Jockey Hollow Road and 7 Fan Hill Road. The following was discussed:

- EMS space needs are 12,465 square feet with recommended 1.5 acre lot size
- 13 Criteria were used for the site assessment process that included – acquisition costs, lot size relative to site needs assessment, parking availability, site construction & development costs, location access/traffic, vehicular access & egress, utilities, visibility, neighborhood impact, zoning restrictions, wetlands, flood plain and convenience.
- Renovation vs New Construction Discussion
 - The existing structure at 54 Jockey Hollow Road is a12, 700 sq. ft. and would require renovation for a dedicated EMS facility. Renovation costs save over 20%/sq. ft. vs new construction.
 - The 7 Fan Hill Road location would require new construction. It was stated the current septic system would require expansion and/or replacement. The available property area has land drop-off topography concerns. Estimated costs for this site would be excessive.

- Upon review of the all the site selection decision criteria used, cost implications/savings and available property discussed with other Town Departments, it was concluded the existing 54 Jockey Hollow Road location provided the best solution to meet the needs of EMS and for the Town of Monroe.

It was estimated the renovation work would take up to (10) months to complete. A temporary location would be needed to run the EMS Service during this period.

Brian Humes stated the next phases of this project would be development of Schematics Design followed by a Cost Estimate.

For discussion planning purposes only, it was estimated it would take up to a (6) months to complete bidding documents. It is possible to have the bidding documents completed during March 2017 to start construction/renovation.

Chairman Kellogg stated there was much to be done that included discussions, decisions and approvals with various Town groups in order to proceed with a generic timeline schedule. Domenic Paniccia was in favor of developing a timeline.

The workgroup agreed there was no need for a potential third site evaluation since all Town owned qualified properties were evaluated. A motion was made by Chairman Kellogg to proceed with the Schematic Design project phase for the 54 Jockey Hollow site. Dennis Condon seconded the motion. All were in favor.

Brian Humes stated the Schematic Design project phase takes up to (4) weeks to complete. For planning purposes, the Cost Estimate project phase can be completed during November 2016.

Chairman Kellogg motioned for approval to pay Jacunski & Humes invoice #16255 for the (2) completed site evaluations. As noted above, a third site is not required. John Brenna seconded the motion. All were in favor.

John Brenna motioned to adjourn the meeting. Dennis Condon seconded the motion. A unanimous vote was taken to adjourn the meeting at 8:47 PM.

Respectfully submitted by

John Brenna

