

**Oswegatchie Fire Station Building Committee Meeting  
Minutes May 16, 2023**

Meeting called to order at 6:30pm by Chairman Bob Tuneski

Pledge of Allegiance

Members Present: Bob Tuneski, Beth Sabilia, Matt Blankenship, Mark Parker, Rich Muckle, Rocco Bracciale, Wayne Gilpin, Mike Rocchetti, Ted Olynciw

Guests: Director/Chief Michael Howley, First Selectman Rob Brule, Paul Goldstein, Chris Pafias, Kim Allen, Shea Moses, Attorney Kepple

- Public Comment: None
- Opening Remarks: Strike
- Motion to approve 5/2/23 meeting minutes – Beth Sabilia  
Second – Mark Parker  
Voting – Unanimous
- Review Action Items from 5/2/23:
  - ✓ Finance Director and Purchasing Agent:
    - 1) Funds appropriated \$213,000.00
    - 2) Committee approves expenditures
    - 3) Committee has authority to hire architect
    - 4) Purchases over \$1,500.00 require Purchase Order
    - 5) Projects over \$25,000 goes out to bid – Committee recommendation is considered in awarding bid
  - Finance to review prior contract with DRA. May need to be reviewed by Town attorneys.
  - ✓ Pre-Demolition
    - 1) Phase I Study not required, rather suggested
    - 2) Pre-demolition survey needed
  - Per Attorney Kepple the agreement between Oswegatchie Fire Station and the Town should be finalized prior to Phase I and survey being performed.

Discussion ensued regarding altering current owned plans versus design build.

- ✓ Space Needs Assessment:
  - 1) Director Howley sent questionnaire out – Has received only half to date.

- ✓ Staffing Needs:
  - 1) Director Howley continues to work on this project. Anticipates it to be ready for the second meeting in June scheduled for 6/20/23.
  
- ✓ Architectural Drawings provided
  - 1) Power Point presented
  
- Engineering services tabled
  
- Follow-up Actions for next meeting:
  - 1) Request presence of Public Works Building Committee members – Beth Sabilia
    - Action path based on lessons learned
  - 2) Request presence of Asst. Director of Public Works and Director of Utility Commission – Bob Tuneski
    - Opinions on contractors
  - 3) Query Purchasing regarding ability of construction company to bid project if requested to meeting for thoughts.
  - 4) Research old septic system
  - 5) Town counsel and Oswegatchie counsel to finalize land agreement
  - 6) Director Howley to email Wayne Gilpin’s “Station” booklet to members

Tour of fire station 6/6/23 at 6:00pm

Motion to adjourn at 8:34pm – Mike Rocchetti

Second – Beth Sabilia

Voting - Unanimous

Respectfully submitted by:

Linda Finnegan, Recording Secretary