

TOWN OF NEWINGTON
TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE
SPECIAL MEETING MINUTES

November 2, 2016

Town Hall Lower Level, Conference Room L101

- I. Call to Order – Mr. Miner called the meeting to order at 5:00 PM.
- II. Roll Call – Members present: Chris Miner, Chairperson; Dave Nagel, Jim Marocchini, Joe Harpie, Ed Murtha and Whit Przech. Others present: Members of the public; Roy Zartarian, Mayor; Tanya Lane, Town Manager; Dave Langdon, Director of Facilities Management; and Jeff Baron, Director of Administrative Services.
- III. Approval of Prior Meeting Minutes – Mr. Przech requested that the October 5th minutes be corrected to reflect the Library project dollar amount mentioned by Mr. Nagle under Other Business Pertinent to the Committee. Mr. Harpie made a motion that the minutes of the October 5, 2016 meeting be approved, with the requested correction. A second to the motion was made by Mr. Marocchini. The motion passed by a vote of 6 YES to 0 NO.
- IV. Public Participation – Rose Lyons, 46 Elton Drive, on architect selection.
- V. Discuss and Take Action on Architect Qualification Statements – Responses were received from 14 firms for the Town’s request for qualifications statements. The Chair felt that most had hit the marks requested by the Committee. The Committee will need to develop a short list of firms to be interviewed. The Committee agreed to meet again on November 9th at 5:00 PM to establish a short list. Discussion followed on the process that should be used that would eliminate some firms from further consideration. This process will give each Committee member the opportunity to review each qualification statement more thoroughly. A sheet was distributed by Mr. Minor with six categories to be considered for each firm. The Committee agreed to reduce this to three categories, and to change the order in which the categories will appear. Mr. Baron will issue a revised scoring sheet and send to all members. The Committee agreed by consensus to rate respondents on “Similar complexity project experience”, “Comprehension of the project as evidenced by the response”, and “Ability to meet the Committee’s and Town’s needs for planning, design and cost management”. Firms will receive a score of “3” if they exceed the standard of the Committee member, a “2” if they meet the standard of the Committee member, and a “1” if they are below the standard of the Committee member. Members will stop rating the firm once the firm receives a score of “1”. Committee members will bring

rating sheets for each firm with them to the November 9th meeting. Mr. Baron will distribute the interview questions used in the original Town Hall Renovations Architect selection process to all members.

- VI. Discuss Construction Manager Considerations – The Committee felt that discussions about a Construction Manager may be premature. Mr. Marocchini asked that members be given an explanation of what a Construction Manager is, what they do, and what the Committee’s options are. Mr. Langdon noted that two of the respondents also provide Construction Manager services. This is becoming more prevalent as a cost savings approach. How well the Architect and the Construction Manager work together is important. The Committee may wish to ask architects how they have worked with Construction Managers at Risk previously. The Committee agreed by consensus to table further discussion on this agenda item.
- VII. Any Other Business Pertinent to the Committee – Committee members have a lot of work to do. Mr. Miner will speak with the Committee member who was unable to attend. The Chairperson is still in communication with the Library Building Committee. The final draft of their feasibility study has not yet been received. Staff is pursuing opportunities for temporary relocation. The Committee agreed not to post any responses on the Town website.
- VIII. Public Participation – Rose Lyons, 46 Elton Drive, asked that the questions or categories being rated be read into the record. Mady Kenny, 53 Crestview Drive, spoke on the Committee’s activity that evening.
- IX. Response to Public Participation – Mr. Marocchini read the three categories into the record, namely “Similar complexity project experience”, “Comprehension of the project as evidenced by the response”, and “Ability to meet the Committee’s and Town’s needs for planning, design and cost management”. He also recapped how the categories would be scored, namely firms will receive a score of “3” if they exceed the standard of the Committee member, a “2” if they meet the standard of the Committee member, and a “1” if they are below the standard of the Committee member. Members will stop rating the firm once the firm receives a score of “1”. Mr. Miner stated his desire to have committee members complete the review process in the right way, to take their time, to do it with transparency, and to do it legally.
- X. Adjournment – the meeting adjourned at 6:28 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services