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TOWN OF NEWINGTON
TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

REGULAR MEETING MINUTES


Town Clerk

April 14, 2021

Zoom Event

- I. Call to Order – Chairperson Joe Harpie called the meeting to order at 5:02 PM.
- II. Roll Call – Members present (via Zoom): Joe Harpie, Chairperson; Gail Budrejko, Chris Miner (participated at 5:19 PM), Rod Mortensen, and Don Woods. Others participating: Frank Tomcak, Downes Construction Company; Chris O'Neill, Quisenberry, Arcari Malik, LLC; Lou Jachimowicz, Chief Finance and Operations Officer, Newington Board of Education (left at 5:15 PM); Paul Boutot, Chief Information Officer; James Krupienski, Town Clerk; and Jeff Baron, Director of Administrative Services.
- III. Approval of Prior Meeting Minutes –Mr. Woods made a motion that the minutes of the February 3, 2021 meeting be approved as written. A second to the motion was made by Mr. Mortensen. The motion then passed by a vote of 4 YES to 0 NO.
- IV. Public Participation – None.
- V. Take Action on Grant Projects – Mr. Harpie introduced Mr. Jachimowicz, who is the Chief Finance and Operations Officer for the Board of Education, and who was asked to make a financial presentation of the grant projects to the Committee. Mr. Jachimowicz reminded the Committee that two grants had been applied for to the State of Connecticut in October of 2018. One was for the Board of Education Administrative Offices and one was for the Transition Academy. As one project is administrative space and the other is academic space, the rates of reimbursement are different. There is a structured, formal arrangement with the State. \$1,001,341 was approved by the State for the Transition Academy work. The reimbursement rate for this space is 47.14%. After value engineering and change order proposals the Transition Academy project total became \$967,495.42. At a 47.14% reimbursement rate, \$400,780.94 is anticipated from the State for this project. The Board of Education Administrative Offices had 12,000 square feet of space (there was much less square footage for the Transition Academy). The reimbursement rate is 23.57%, and \$1,295,451.41 is expected back from the State for the Board's administrative offices. Mr. Jachimowicz is expecting to have these two projects paid off by the end of June, by separate wire transfers into the Town for each project. These are reimbursements to the Town for money already spent. It is safe to close these projects. Nothing more is expected to be done on either one. Mr. Harpie stated that he appreciated the efforts of Mr. Jachimowicz and also those of Mr. Tomcak at Downes Construction. He also thanked the Town Council for making sure it happened. He feels it

makes the taxpayers whole. Mr. Mortensen then made a motion that the Committee accept the following projects as complete: 094-0107 – Transition Academy at Town Hall; and 094-0108 – Board of Education Central Offices. A second to the motion was made by Mr. Woods. There was no further discussion. The motion passed by a vote of 4 YES to 0 NO.

- VI. Project Update – Presented by Mr. Tomcak. He began by presenting a financial summary of the project. It showed a total revised Guaranteed Maximum Price of \$28,766,833.16. The Total Project Budget is \$30,473,762.80.

Mr. Tomcak then presented his schedule update. These items included work completed, work in progress, work to start, and other critical items/milestones. Work completed included Phase 2 work, on the building envelope at the Police Department (the stairs are essentially done); the parking lot light fixtures, including the lower parking lot at the Police Department; preparation and placement of concrete sidewalks along Garfield Street; fine grading for the new parking lot; the plantings are substantially complete; and previously approved change order work (food pantry cooling).

Work in progress consists of the Phase 2 binder (which is now essentially complete); and the remaining Owner/Architect's punch list items (in the gym and new Town Hall exterior: the gym is now complete; the masons are due back to wash down the cast stone on the west and south sides of the Community Center).

Work to start includes more Phase 2 work: the balance of the plantings within the new islands; the top course of the paving (which was put off until next week because of rain); line striping, signage, and site furnishings; hydro-seeding; and the balance of pending change order work.

Under other critical items and milestones, Mr. Tomcak stated that these included the Day 2 activities (it is up to the Building Committee if they want to do anything that is on this list), and final demobilization from the site (the temporary fence is down; there has been cleanup at the laydown area). The fencing and guardrail still have to go in. Some of the trees were not planted because of their proximity to the fiber loop (they will be given to the Town and the labor for planting them will be credited). There is also receipt of the final certificate of occupancy.

Mr. Harpie asked if the generator was at risk if a car drove off Cedar Street. Mr. Tomcak replied that it is sunken, with a fence on top. One side is not protected. Mr. Miner raised an issue about the trees at the Police Department lower parking lot. There are three white pines growing around the light poles right on the edge of the lot. Should they be removed? It looks aesthetically off balance, blocks light, and prevents the site line to the east. Mr. Woods stated that he looked at these trees. They are not performing any function. There is no advantage to keeping them. Removal would give you a much better view into the parking lot. Mr. Mortensen felt that this was under the purview of the Parks Department and the Tree Warden, not this Building Committee. Ms. Budrejko requested that the Tree Warden take a look at this. Mr. Baron was directed to request Tree Warden Tom Lapierre to formally review these trees. Mr. Mortensen noted that there would be

extra trees from another aspect of the project. Mr. Harpie concluded discussion on this topic by stating that it was not attractive tree growth.

Mr. Tomcak then presented the COPs he was requesting action on at this meeting, starting with those that would be coming out of the Construction Manager's Contingency. These are #339, to extend the general conditions/project requirements (to extend construction activity into January, part of February and to return in April; and COP # 369 for a portion of the winter conditions (\$14-\$15,000 is being charged to the Construction Manager's Contingency, the rest is below). The Construction Manager Contingency requests will zero out the Construction Manager's Contingency.

Mr. Tomcak then presented the eight COPs that he was seeking approval for from the Committee. These are COP # 266, for installation of flagpole brackets and flagpoles, for \$10,617.65; the balance of COP #369, for Phase 2 winter conditions (this included the masonry at the Police Department, to build the skin around the Police Department, the concrete subcontractor, the sitework subcontractor, and for the roofer to remove snow) for \$53,148.32; COP #371, for Phase 2, to infill the west side opening with brick (to the left of the bow window in dispatch – went back to brick – there was some additional demolition), for \$7,005.45; COP #372, for Phase 2 roof repair at the Police Department (another existing condition at the Police Department), for \$15,409.97; COP #373, for Phase 2 EFIS (Exterior Finish Insulation System) repair due to existing conditions, (this was a function of demolition at the Police Department, the EFIS portion had to be repaired and replaced) for \$4,103.00; COP #374 to reconcile the drywall allowance, a credit of (\$687.48); COP #376 for Phase 2 asphalt curbing to separate turf from the parking lot (this as recommended now so cars wouldn't drive on the turf), for \$4,422.60; and COP #377 for the Phase 2 refrigerant piping to install the new roof (needed to maintain the warranty on the roof), for \$3,788.23. The total of these COPs is \$97,807.74.

A lengthy discussion regarding the flagpoles ensued. Mr. Harpie asked Mr. O'Neill for a review of the flagpole design. Mr. O'Neill responded that the COP (#266) was just for the poles themselves. They would be mounted to the building. They are manual flagpoles with a cleat that ties off at the base of the building (or the base of the pole, the length of the rope was in question). The Town will need a ladder to access it. Mr. Mortensen asked if, every time the flags had to be changed or lowered to half mast, the Town would need a ladder to get to the top of the canopy? Mr. O'Neill replied that the Town would need a ladder, but may not need to get on top of the canopy. Councilor Miner stated that he agreed with Mr. Mortensen that the Building Committee fell short on the need to operate and maintain operation of the flags. Mr. Harpie added that the Building Committee did not focus on the serviceability of flags. The Town is not pleased, and does not see it as functional. Mr. Tomcak stated that he had a call into the flagpole manufacturer. There may be another option, either a pulley or some other means. Mr. Miner suggested that it might be Plan B to look at putting up Connecticut and Newington flags over the canopy and the United States flag over the Veteran's Memorial. That might be the best solution. Mr. Harpie stated that his matter can only be resolved with the Town administration being satisfied that the solution is functional. Councilor Budrejko asked how much had been spent on the flagpole issue to date? Mr. Tomcak replied that

this was the total cost to deal with the flagpole. Councilor Budrejko asked if there had not been throwaway so far? Mr. Tomcak replied that there was not.

Mr. Tomcak then discussed the order of magnitude/pending revisions. These included COP #s 355, and 378-384. No action was taken. Mr. Harpie stated that every aspect of the Police Department turned out to be a nightmare. The project Building Committee never would have done it had they known. He is very disappointed that it has come to this. The Building Committee did the right thing in not trying to renovate the old Town Hall. The Building Committee would be drowning in this area if it had. The Town has a strong concern about the flag system. Something dramatic is needed to straighten this out. Mr. Boutot spoke about heating on the third floor. Is it just heat or is it cooling also? If it is both, he would recommend considering a multi-zone split system. On the flag mounting, they raise and lower the flags when they have to do so, even in the middle of winter. Also, there are steel and metal framed windows on the building which could impact a solution. On the heat, Councilor Miner felt that if it is \$14,000 (COP #378 is currently at \$13,984.95) we could just install baseboard heat. Was heat ever functional there? Mr. Boutot stated that he once had an office there, which had window units for air conditioning and radiators. Mr. Miner then stated that this should not be electric baseboard, he would ask for a split system. A lot of this was dropped, in his opinion, and should be looked at as an Errors and Omissions item, and worked out with the design team. Mr. O'Neill stated that heating and cooling was not being added to these rooms, only power to the thermostats. Only a heater to the stairwell is being added. Mr. Boutot stated that he agreed with Councilor Miner. Mr. Harpie noted that communication to the Committee from (Mechanical Engineer) DTC was practically non-existent. Mr. Woods asked if there was documentation of the meetings with the design team? Mr. Boutot responded that the design team would have been retaining a log. Mr. Woods followed up that this could be a potential Errors and Omissions item, were there any minutes on the matter? Mr. Tomcak responded that this was before the time of each person currently assigned to the project. None of those meetings were translated into details on the contract documents that were signed off on by the Town. Town Facilities Director Dave Langdon was long gone. The estimator was no longer with his company. Mr. Miner stated that most issues were investigated before the construction started. There is a need to wrap up loose ends. Any project this size will have Errors and Omissions.

Regarding requisitions, the March requisition is being processed. He then reviewed that the list of Day 2 items to refresh the Project Building Committee members' minds. These included Change Order Proposal #s 331, 333, 343, 349-351, 366, and 379. No action was taken. He stated that COP #333 can be removed, as the commissioning was completed. He would like direction on the Day 2 items. Councilor Budrejko informed him that the Town Council had transferred \$40,000 the previous evening for an irrigation system. Councilor Miner stated that he would like the Project Building Committee to look into, with the Town Manager, any Day 2 items that can be captured. Mr. Harpie stated that the list went to the Town Manager, and he is evaluating it. Mr. Woods asked if the irrigation system is for the entire site or just for the south side of the new Town Hall? Mr. Boutot responded that this was a quote that Parks and Recreation

Superintendent Bill DeMaio got for the Town Hall campus. Mr. Woods asked if there were sleeves under the pavement for the irrigation? Mr. Tomcak replied that there were not. Mr. Woods suggested that they may wish to put in sleeves before the topcoat (of the paving) goes on. Mr. Tomcak stated that he questioned the availability of any irrigation contractor at this point in time. Mr. Tomcak spoke about isolators for the roof top unit. No dollar amount was identified. It is a large unit. It comes down to what they hear back from the design team. Mr. Harpie asked when that would be? Mr. O'Neill responded that it should be in a couple of weeks. He felt that it would be reasonable to have Mr. Tomcak get a number to lift the unit and put in isolators so the Committee doesn't have to wait.

Mr. Tomcak showed the photos of the project that he had taken (Phase 2 progress photos). The first of his Phase 2 progress photos showed the Police Department on the east side. On the lower left corner is the egress down. The second Phase 2 progress photo showed the south elevation of the Police Department with the new stair, the stair railings, and the walkways. The third Phase 2 progress photo, showed a broader view of the south elevation and the EFIS that was in COP # 373. The fourth Phase 2 progress photo was of work in progress, of the lower parking lot earlier in the day. The fifth photo shows another angle of the lower parking lot. The sixth photo is of the parking lot before the binder course, taken at roughly 6:30 am that morning. The seventh photo shows the paving of the binder course in the lower parking lot. The eighth photo shows the completed binder paving on the lower lot at the end of the day. The ninth photo was more of the lower parking lot. Mr. Harpie asked if he could see an updated striping plan. Mr. Tomcak agreed to share it. There should be no questions with how it is laid out. He said that he would provide it the following morning.

- VII. Consider and Take Action on Change Order Requests – Mr. Harpie stated that the Committee would continue to look for a workable option on the flagpole. Mr. Miner made a motion that the Committee approve the change order proposals presented at this meeting, COP #s 266, 339, 369, 371-374, and 376-377, totaling an amount of \$97,807.74. A second to the motion was made by Mr. Woods. There was no discussion on the motion. The motion passed by a vote of 5 YES to 0 NO.
- VIII. Consider and Take Action on Fund Transfers – Mr. Woods made a motion for the Committee to authorize Mr. Baron to make any necessary transfers to cover the costs of the Change Order Proposals approved by the Committee this evening, for an amount up to \$97,807.74. A second to the motion was provided by Ms. Budrejko. There was no discussion. The motion passed unanimously by a vote of 5 YES to 0 NO.
- IX. Any Other Business Pertinent to the Committee – None.
- X. Public Participation – None.
- XI. Comments by Committee Members – Mr. Woods stated that the project looked great. It was a nice job. Mr. Harpie encouraged the citizens of the town to come out and look at

the flared lights on the side of the building in the evening. It looks outstanding. The Project Building Committee is proud of this building, especially the Community Center.

XII. Adjournment – the meeting adjourned at 6:31 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron,
Director of Administrative Services