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TOWN OF NEWINGTON

TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

REGULAR MEETING MINUTES

Town Clerk

January 13, 2021

Zoom Event

- I. Call to Order – Chairperson Joe Harpie called the meeting to order at 5:01 PM.
- II. Roll Call – Members present (via Zoom): Joe Harpie, Chairperson; Gail Budrejko (participated at 5:03 PM), Chris Miner, Anthony Claffey, Rod Mortensen, Ed Murtha, and Don Woods. Others participating: Frank Tomcak, Downes Construction Company; Chris O’Neill, Quisenberry Arcari + Malik Architecture; Paul Boutot, Chief Information Officer; James Krupinski, Town Clerk; and Jeff Baron, Director of Administrative Services.
- III. Approval of Prior Meeting Minutes –Mr. Murtha made a motion that the corrected minutes of the November 18, 2020 meeting be approved as written. A second to the motion was made by Mr. Mortensen. The motion then passed by a vote of 6 YES to 0 NO.
- IV. Public Participation – None.
- V. Project Update – Presented by Mr. Tomcak. He began by presenting a financial summary of the project. It showed a total anticipated Guaranteed Maximum Price of \$28,759,212.72. If the Change Order Proposals (COPs) he is requesting action on this evening, along with the other approximate cost COPs, are approved, he shows the Construction Manager’s remaining contingency will be \$1,700.00, and the remaining Owner’s Contingency to be \$7,739.36. The CIP funds available amount was previously adjusted by \$150,000.00. The Total Project Budget is \$30,473,762.80. Councilor Budrejko said that she had thought there was nothing left in either contingency bucket after the last meeting. Mr. Tomcak replied that he had refined some of the numbers and pumped up some dollar amounts. Mr. Harpie stated that the Town Manager had directed the Committee to spend down the contingency amounts before going to the Capital Improvement Plan funds. They have to leave the Contingency accounts intact to account for allowances from trades, allowances that will offset in favor of the Capital Improvement Plan funds. They are shown because mechanically, it was the only way. Otherwise the project wouldn’t be able to operate without the money from the Capital Improvement Plan. They need to absorb line item allowances and breakage.

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 underground electrical for the new generator location (conduits are in

the ground; electricians are pulling feeders); storm drainage piping for the new parking lot; underground electrical for the new parking lot lights (conduits are going in this week); foundations/footings for the Police Department; damp proofing at the Police Department; structural reinforcements at the Police Department; and Change Order work (locksets, Newington Community Television power, and 2-3 camera adjustments).

Work in progress consists of the parking lot subgrade, which will have an 18" layer, 12" of compacted fill, 6" of processed aggregate, and 3" of pavement. When Downes Construction vacates the job site they expect to be in a position to accept pavement when they come back in the spring. Other work in progress includes the green areas subgrade; the fiber optic run into the Police Department, exterior framing at the Police Department; preparation/placement of concrete sidewalks along the new Town Hall; and remaining Owner/Architect punch list items (some exterior items are weather dependent).

Work to start includes the masonry veneer (finishing off the skin of the Police Department); relocating the generator to its' permanent location (this is lined up for January 19th); the parking lot light fixtures (the electrician is installing conduits and wire); roof removal/replacement at the Police Department (have to put in roof drains – this is scheduled for the first week in February); and approved Change Order work. Mr. Harpie, on behalf of Mr. Claffey, asked about the masonry veneer. Mr. Tomcak replied that it is a "patch to match" the existing masonry of the police department, similar to what was done at the new Town Hall. It is very similar to the construction for the new Town Hall.

Under other critical items and milestones, Mr. Tomcak stated that these included the balance of the Day 2 activities (which would be discussed further later in his presentation); and de-mobilization from the site (they will be leaving a site that is safe for the Town. The trailer vendor has informed him that they are backed up 30 days out. They will reconfigure the temporary fencing, to give back some parking and to leave the scrim off).

Mr. Tomcak then presented the COPs he was requesting action on at this meeting. These are #354, the masonry infills at the Police Department (this is coming out of the Construction Manager's contingency, with no change to the Guaranteed Maximum Price); COP # 356, modular retaining wall at the Police Department (the Committee opted to leave the modular wall in, the credit is for the concrete retaining wall), for a credit of (\$539.59); COP #359, add steel pier (actually, encasing a steel pier) for the area outside of dispatch, for \$5,613.51; COP #360, to modify the bleacher curtains (that are underneath the bleachers), (this is coming out of the Construction Manager's contingency, with no change to the Guaranteed Maximum Price); COP # 361, miscellaneous flooring work (this is coming out of the Construction Manager's contingency, with no change to the Guaranteed Maximum Price); and COP #362, to reconcile the bond cost for the Communications subcontractor (Downes Construction will revisit this with all trades at the end of the job), for \$847.00. The total of these COPs that are being charged against the Owner's Contingency is \$5,920.92.

Mr. Tomcak then presented the three COPs that would be charged against the Capital Improvement Plan (CIP) funds. These are COP # 328, for permanent lighting at the Police Department (and also for exterior lighting at the south side of the Police Department), for \$15,385.83; COP #338, for new HVAC (heating, ventilating and air conditioning) setup for the Human Services refrigerators (this was brought out of the Day 2 list because of its importance), for \$ 16,982.83; and COP #358, to modify the pilaster at the Police Department for the new fiber loop (this added 80' to the loop so that it runs all the way to the Police Department), for \$8,197.00. The total of the COPs charged against the CIP funds is \$40,565.66.

Mr. Tomcak then discussed the order of magnitude/pending revisions. These included COP #s 251, 266, 307, 308, 327, 339, 342, 346, 347, 353, 355, and 357. No action was taken. Regarding requisitions, the balance to finish, including retainage, is \$2,860,776.31.

Mr. Mortensen asked if the mini-split in Human Services was just for the room that the refrigerators are in? Mr. Tomcak replied that was correct. Councilor Miner asked about the \$17,000 for HVAC equipment (COP #338). Would we be better served to provide Human Services with a walk-in freezer and cooler? Mr. Mortensen replied, if we were further back in the project, you would be correct, but not at this point. He is not happy with spending this money. You would be talking about spending \$30-40,000 for those items. It might be something for the future depending on how the Town's needs change. It would not be cost effective at this point. Mr. Miner asked if this was just air conditioning, not heat for this space? Mr. Harpie responded that heat throw off from the refrigerators is the problem. There is some air conditioning in the area but it is not adequate. Mr. Tomcak noted that Downes Construction installed what was on the plans. Mr. Miner added that he believed this was being tracked by Mr. Schweitzer of Colliers on the Errors and Omissions log. Because it was stored in a number of locations at the old Town Hall the cumulative amount of equipment may have been missed. On the Random Order of Magnitude/Pending COPS, Mr. Miner asked if the outbound soil cost included the retaining wall? Mr. Tomcak responded that the modular retaining wall was now back in play. He credited back the concrete wall on Garfield Street. Mr. Tomcak added that one other item not previously discussed was to add heat inside the Police Department. A proposal request had been received. Mr. Harpie noted that the Committee had budgeted over half a million dollars for the police facility. These costs have expanded. This is tough for the Committee and the public to understand. Mr. Tomcak replied that they are putting back heat and lighting that were disconnected. Maybe there could have been more homework done. No one actualized these needs until the Town Hall was demolished. This was missed early on in the project. It left us with air conditioning, heat, and electricity, to be dealt with at the end of the project. Mr. Miner asked about COP #343, and the status of isolators that were being looked at for the roof deck. Mr. O'Neill stated that he hadn't pursued any options.

Discussion ensued on the Day 2 Work Items. Mr. Tomcak considered these to be mostly end user requests. All costs were Random Order of Magnitude numbers, not final costs. They include COP #331, for an irrigation system; COP #333, for Commissioning

clarifications (temperature controls); COP #343, for isolators for the roof top unit compressor (this is hard to quantify, design information would be needed); COP # 349, for a dry chemical fire suppression system for the data rooms; COP #350, for a privacy screen inside the second floor men's room; and COP #351, for fiberglass reinforced panels in the custodial closets. For further discussion of these items in general please see the Comments by Committee Members section of these minutes. Mr. Harpie concluded discussion by stating that these items will need some discussion among both the Committee members and with the Town.

During the course of his presentation Mr. Tomcak showed the photos of the project that he had taken. The first photo showed framing on the east side and the back side of the Police Department. The second photo showed most of the framing and sheathing on the back side of the Police Department. This will be available for the advanced vapor barrier next week. The third photo showed the conduit for the fiber optic line. The fourth photo showed the construction of the sidewalk on the west side of the new Town Hall. The fifth and sixth photos showed the generator pad. This concluded Mr. Tomcak's presentation.

- VI. Consider and Take Action on Change Order Requests – Mr. Miner made a motion that the Committee approve the six change order proposals presented at this meeting for review and approval, the COPs (#s 354, 356, 359, 360, 361 and 362) totaling an amount of \$5,920.92 that were identified as being charged against the Owner's Contingency. A second to the motion was made by Mr. Murtha. There was no discussion on the motion. The motion passed by a vote of 7 YES to 0 NO. Mr. Miner than made a motion that the Committee approve the three additional change order proposals presented at this meeting for review and approval, the COPs (#s 328, 338 and 358) totaling an amount of \$40,565.66 that were identified as being charged against the Capital Improvement Project funds. A second to the motion was made by Mr. Murtha. The motion passed on a roll call vote of 6 YES (Budrejko, Miner, Mortensen, Murtha, Woods and Harpie) to 1 NO (Claffey). After the votes, Mr. Harpie stated that although the Human Services air conditioning had been approved, it was a sore spot for the Committee and rightly so. There was no place else for Human Services to put this equipment. This was the result of a total disconnect for the needs of the department.
- VII. Consider and Take Action on Fund Transfers – Mr. Baron requested a motion to transfer funds to cover the COPs that were approved this evening. Mr. Miner made a motion that the Committee transfer \$5,920.92 from the Owner's Contingency account, account number 31110-9912, to the Construction account, account number 31110-9911, and that the Committee approves the payment of the remaining \$40,565.66 for the COPs that were approved this evening, totaling \$46,486.58. A second to the motion was made by Mr. Mortensen. There was no discussion. During a roll call vote the motion passed by a vote of 6 YES (Budrejko, Miner, Mortensen, Murtha, Woods, and Harpie) to 1 NO (Claffey).
- VIII. Any Other Business Pertinent to the Committee – None.

IX. Public Participation – None.

X. Comments by Committee Members – Mr. Mortensen observed that the Committee is thinking about adding a list of items. It should consider what is necessary and what might be done later on. Some of these things can be done at any time. The Building Committee needs to think about necessities versus “nice to have” items. Mr. Harpie stated that the Town Manager and the Town Council are cognizant of the items. Some items may have to be considered under a different funding vehicle. Where we have it will leave the Town with some touch up. He also noted that some members had now been involved for five years. He appreciates all they have been through – the referendum, COVID-19, a lawsuit – they have stayed the course and he appreciates that. Councilor Budrejko spoke about “nice to have” items, either to put in now or later. Town departments have a hiring freeze in place now. There have been stern budget directions from the Town Manager. Departments have to make decisions that will impact their daily operations. The Building Committee has a budget. It can’t fund “nice to have” items now when others are facing austerity. Mr. Harpie concluded comments by stating that the Committee was also constrained by the referendum.

XI. Adjournment – the meeting adjourned at 6:00 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron,
Director of Administrative Services