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TOWN OF NEWINGTON
TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

SPECIAL MEETING MINUTES


Town Clerk

February 3, 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, Anthony Claffey, Rod Mortensen, and Don Woods. Others participating: Frank Tomcak, Downes Construction Company; James Krupienski, Town Clerk; and Jeff Baron, Director of Administrative Services.
- III. Approval of Prior Meeting Minutes –Mr. Mortensen made a motion that the minutes of the January 13, 2021 meeting be approved as written. A second to the motion was made by Mr. Woods. 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 \$28,766,833.16. 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 \$0.00, and the remaining Owner’s Contingency to be \$118.92. Only pending COPs are coming out of the Owner’s Contingency. Over the course of the project over \$285,000 has been given back by the Construction Manager to help fund the Owner’s Contingency. This is about 35% of the Construction Manager’s Contingency. The CIP funds available amount was previously adjusted by \$150,000.00, raising it to \$326,556.88. 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 underground electrical for the new generator location; the parking lot/green areas subgrade (this will be completed by the end of the week, completion was delayed by snow); the framing/fiber optic run into the police department; interior masonry infills at the police department; new column support at the police department; the generator relocation; concrete sidewalk along the west side of Town Hall; and retrofitting of the hardware for the gymnasium divider.

Work in progress consists of the masonry veneer (this is an ongoing effort, it is currently under poly, with temporary heat going, and has reached six feet high on the east side); the parking lot light fixtures (the electrician started to stand up the light fixtures

today); preparation/placement of the concrete sidewalks along Garfield Street (there are concrete pours scheduled for the following day and for February 5th); and the remaining Owner/Architect's punch list items (in the gymnasium and on the new Town Hall exterior – Downes has worked through most of it – remaining items are painting touch up and a wash down on the Community Center exterior).

Work to start includes the roof removal/replacement/roof drainage at the police department; the temporary fence reconfiguration (it will be adjusted slightly to give back some of the parking area); approved change order work (the split system for Human Services and the police department lights); and the parking lot pavement, signage, planting/seeding (this is scheduled for early-to-mid spring, depending on the weather).

Under other critical items and milestones, Mr. Tomcak stated that these included the Day 2 activities, which will not be a part of this project; and de-mobilization from the site (laydown, trailer). Mr. Harpie asked about the estimated completion date of the police department. Mr. Tomcak replied that was February 19th. Mr. Harpie asked if it would be ready for occupancy and was assured that it would. Mr. Harpie also stated that the Town Manager understands the importance of the items on the Day 2 list as he evaluates their financial viability.

Mr. Tomcak then presented the COPs he was requesting action on at this meeting, starting with those that would be coming out of the Owner's Contingency. These are #251, additional signage/signage revisions, for \$6,580.70; COP # 347, to remove/haul excess clean soil (this is coming out of the Construction Manager's contingency, with no change to the Guaranteed Maximum Price); COP #353, Phase 2 premium time for site work, from mid-November to mid-January (this is coming out of the Construction Manager's contingency, with no change to the Guaranteed Maximum Price); and COP #364, to furnish and install the door closers for Rooms 2100D and 2109A (new closers requested by the Town), for \$1,039.74. COP #339, for Phase 2 extended General Conditions was not presented to the Committee and was deferred until the April meeting. There was a total of \$7,620.44 in COPs being charged against the Owner's Contingency.

Mr. Tomcak then presented the seven COPs that would be charged against the Capital Improvement Plan (CIP) funds. These are COP # 307, to reconcile a portion of the temporary toilets allowance, for a credit of (\$15,000.00); COP #308, to reconcile a portion of the rubbish removal, for a credit of (\$35,000.00); COP #327, to reconcile the balance of the trade allowances (for the temporary fencing, ceiling, and Phase 2 abatement), for a credit of (\$9,813.64); COP #346 for Phase 2 contaminated soil removal, disposal and structural backfill, for \$87,978.50; COP #357 for Phase 2 replacement of site lights at the existing parking lot, for \$16,230.19; COP #363 for Phase 2 unit heating for the police department, for \$5,252.45; and COP #365 for the Phase 2 fence on top of the modular retaining wall (this is a PVC chain link fence to conceal the generator and for safety), for \$5,366.71. The total of the COPs charged against the CIP funds is \$55,014.21.

Mr. Tomcak then discussed the order of magnitude/pending revisions. These included COP #s 266, 339, 355, 367, and 369. No action was taken. Regarding requisitions, the January requisition pencil copy is in progress. He then mentioned that

the list of Day 2 items was unchanged, except that COP #366 (Art Room cooling) had been added.

A question was asked about how COP #346 was broken down. Mr. Tomvcak responded that \$75,000 was for hauling and disposal of polluted soil at \$60 per ton (this was a price that was used previously, that was held). Roughly \$46,000 was for structural backfill. The rest was markup. We are good to go and don't need to do anything else. Councilor Budrejko asked if this was the soil that was found in the crawl space? Mr. Tomcak replied that no, that was in COP #347. Mr. Harpie asked about COP #363 for heat, was it part of the demolition for the old Town Hall? Mr. Tomcak replied that when the heating system for the old Town Hall was demolished, it fed the heat in the stairwell, so no, while it resulted from the demolition it was not a part of it. Mr. Harpie asked about the problem with the door at the police dispatch area. Mr. Tomcak replied that there is an elevation change. There is the sidewalk and then you have to step up immediately. This requires them to raise the door frame. They will need a ramp to get down to the existing sidewalk. Mr. Miner asked Mr. Tomcak to elaborate on COP #366. Mr. Harpie asked if this was specific to the Art Room or pervasive throughout the entire building? Mr. Tomcak responded that no, it was the Art Room only, which was on a shared zone with the Multipurpose Room. Maybe they can introduce return air or put in some grills. No solution has been nailed down yet. Councilor Budrejko asked about the steps to the Community Center, noting that there was no modification in these COPs. Mr. Harpie replied that the Town Manager is evaluating the options that Mr. Harpie sent to him some weeks ago.

Returning to the Art Room, Mr. Tomcak stated that this area is one of several comfort concerns Downes Construction wants to address. They will be going over Requests for Information (RFIs) with DTC (Mechanical-Electrical-Plumbing Engineer Diversified Technology Company) in a conference call on Friday. Mr. Harpie stated that he had reviewed IES' (Commissioning Agent Innovative Engineering Services) preliminary report from October. Downes is not getting anywhere with DTC. Issues were pointed out in the report in many areas. Some conclusion has to be made. Downes keeps going back and not getting anywhere. It is pervasive. The Grand Hallway problem pointed out by Paul Boutot is the latest. The October report evaluated hundreds of things. Mr. Claffey asked if the Committee should see the October report? Mr. Baron responded that as the report was preliminary and did not include a number of things, he would prefer to wait until the final report was issued, and present that to the Committee. Mr. Harpie stated that he was concerned that some units may be undersized. This is pervasive and may be a larger problem. Mr. Mortensen said that he was frustrated with this. The Town Council hired Colliers to double check and override the process. The Committee had not been updated at any meeting. They have not been provided with any list of things that Colliers has tagged. The Committee does not know what is wrong until the wheels have left the track. If there is a problem with the main mechanicals, and he is not pointing any fingers, but if eyeballs pop out with the final report what do we do? The whole Building Committee was left in the dark. What should be done to get a fire lit under them? If we saw the Final Report now, he doesn't know what we could do about it. Mr. Tomcak said

that Downes has expressed frustration with the whole DTC team. Now they are getting a Vice President involved, who will be in on the call on Friday, along with the Town's Commissioning Agent, who has been a help throughout this project. Units that are undersized are a worst-case scenario. There is a problem with one unit on the west side. Mr. Harpie asked if they were bringing solutions? Mr. Tomcak responded that some of the RFIs had been out there for a while. Mr. Harpie noted that they will go through several items. Mr. Tomcak stated that Downes Construction is doing their best to get a resolution. Mr. Harpie stated that one player went to sleep. It was very frustrating to the Committee. The IES report has "concerning" on several pages. This project is at a tipping point. He felt it is a dinosaur that is raising its head at the end of the project.

Mr. Tomcak showed the photos of the project that he had taken (Phase 2 progress photos), along with a slide show received from Quisenberry Arcari Malik (QAM), the Project Architect. The first of his Phase 2 progress photos showed the Town Hall on the west side. It showed signage on the Town Hall and subgrade preparation for the parking lot. It was taken the previous week. The second Phase 2 progress photo showed the walkway at the end of last week, looking towards Cedar Street. The third Phase 2 progress photo, showed the Mortensen Community Center and subgrade preparation in front. The fourth Phase 2 progress photo was of the farewell to the office trailer, that left the site at the end of last week. The fifth photo showed the close out process manuals. Close out documentation is being provided to the Town. In addition to the hard copies shown (staff is working on the second hard copy) there will also be a flash drive. Documentation includes warranties, manuals, as built drawings and an A-2 survey. There is a lot of work going on behind the scenes. They hope to provide this to the Town by the end of the week. Mr. Tomcak presented the slide show received from the Architect. Mr. O'Neill of QAM was unable to participate in this meeting. QAM sent a photographer to take "finish photos" in October. The first photo is of a 2nd floor lobby. The second photo is of a conference room on the 2nd floor. It can be divided into three conference rooms. The third and fourth photos are 2nd floor hall shots, showing signage on the walls. The fifth photo shows the 2nd floor Building/Engineering hallway with the elevator on the right. Camera adjustments were made earlier in the day by the elevator operator. The sixth photo is of the Town Council Chamber. This room can be divided into various spaces. The seventh photo shows the meeting room millwork installed as part of the project. The eighth photo shows Vision Point setting up the Council Chamber. The ninth photo shows the entire length of the Grand Hall. This will serve as the main impression the public will get when entering the building. The tenth and eleventh photos are other angles of the same thing. The twelfth photo shows the Town Seal etched on a glass panel. The thirteenth photo shows the same thing. The fourteenth photo is of the Assessor's Office on the 1st floor. The fifteenth photo is a different angle of the Assessor's Office. The sixteenth photo shows the finished product in the gymnasium. The bleachers are in place, as is most of the equipment. The seventeenth photo shows another angle of the gymnasium. It shows the sheer size of the gym. Mr. Harpie stated that the Community Center is everything and more. Various Towns are envious. He anticipates a very long lifetime for this space. The eighteenth and nineteenth photos are

different angles of the gymnasium. The twentieth photo shows the Day Care Center. The twenty-first photo shows the hallway outside the gymnasium and the concession area. The twenty-second photo is another shot of the same space. Most people will come in here for games. The final two photos were of the multipurpose area in the Community Center. Mr. Claffey asked if this is the exit that led out to Garfield Street and was told that it was. There is some flexibility in this area as well.

Mr. Miner asked if the partition door hardware in the gymnasium had been straightened out? Mr. Tomcak replied that yes, he was now waiting on Paul Boutot to perform an inspection and to approve it. The hardware has been retrofitted. He doesn't anticipate any issues. Mr. Claffey asked if the Committee could receive any write up of the conference call of Friday's meeting. Mr. Harpie said that it could.

- VI. Consider and Take Action on Change Order Requests – Mr. Mortensen made a motion that the Committee approve the four change order proposals presented at this meeting to be charged against the Owner's Contingency, COP #s 251, 347, 353 and 364 totaling an amount of \$7,620.44. A second to the motion was made by Councilor Budrejko. There was no discussion on the motion. The motion passed by a roll call vote of 6 YES (Budrejko, Miner, Claffey, Mortensen, Woods and Harpie) to 0 NO (Murtha absent). Mr. Woods then made a motion that the Committee approve the seven additional change order proposals presented at this meeting for review and approval, COPs #s 307, 308, 327, 346, 357, 363, and 365 totaling an amount of \$55,014.21, that were identified as being charged against the Capital Improvement Plan funds. A second to the motion was made by Mr. Mortensen. The motion passed on a roll call vote of 5 YES (Budrejko, Claffey, Mortensen, Woods and Harpie) to 0 NO (Miner and Murtha absent).
- VII. Consider and Take Action on Fund Transfers – Mr. Baron requested motions to transfer funds to cover the COPs that were approved this evening. Mr. Mortensen made a motion that the Committee transfer \$7,620.44 from the Owner's Contingency account, account number 31110-9912, to the Construction account, account number 31110-9911. A second to the motion was made by Councilor Miner. There was no discussion. The motion passed unanimously by a vote of 6 YES to 0 NO. Councilor Budrejko then made a motion that the Committee move the funds necessary to the properly allocated account to pay for the remainder of the change order proposals approved at this meeting, for an amount of \$55,014.21. A second to the motion was provided by Mr. Mortensen. There was no discussion. The motion passed unanimously by a vote of 5 YES to 0 NO, with Councilor Miner and Mr. Murtha absent.
- VIII. Any Other Business Pertinent to the Committee – Mr. Harpie stated that the next meeting will be held on the first Wednesday in April (April 7th).
- IX. Public Participation – None.
- X. Comments by Committee Members – Mr. Harpie stated that there would be a project meeting every two weeks, and he would pass along to Committee members the results of

them. Paraphrasing Winston Churchill, he felt that never had so many (citizens of the Town) owed so much to so few (members of the Committee). He appreciates the efforts of all the Committee members.

XI. Adjournment – the meeting adjourned at 6:17 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron,
Director of Administrative Services