


2020 MAR -9 AM 8:57

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


Town Clerk

March 4, 2020

Town Hall Lower Level, Conference Room L101

- I. Call to Order – Chairperson Joe Harpie called the meeting to order at 5:03 PM.
- II. Roll Call – Members present: Joe Harpie, Chairperson; Gail Budrejko, Chris Miner, Rod Mortensen, Ed Murtha, and Don Woods (via speakerphone). Others present: Beth DelBuono, Mayor; Keith Chapman, Town Manager; Janet Murphy, Finance Director; Rich Klett, Director of Security and Residency (left at 5:42 PM); Frank Tomcak, Downes Construction Company; Tom Arcari and Chris O’Neill, Quisenberry Arcari + Malik Architecture; Mark Schweitzer, Colliers International; and Jeff Baron, Director of Administrative Services.
- III. Approval of Prior Meeting Minutes –Mr. Mortensen made a motion that the minutes of the February 12, 2020 meeting be approved as written. A second to the motion was made by Mr. Miner. The motion was approved by a vote of 6 YES to 0 NO.
- IV. Public Participation – None.
- V. Building Security – Presented by Mr. Klett. He had been asked by the Chair to discuss various aspects of building security, which he spoke with the Committee about. He discussed alarm systems and keying systems (keys and access control). He also spoke about a public notification system, posting warnings at building entrances, numbered rooms, and the value of a video system. Mr. Harpie asked about training. Ms. Budrejko asked about what would have to be included. Mr. Miner noted that security was originally included as part of Information Technology. He also asked about the Education Specifications that were approved by the State. Mr. Boutot reminded the Committee that there are three tenants in the building (general government offices, the Board of Education, and Newington Community Television), He also spoke about different types of S-2 systems and what the Town has. Mr. Miner asked about how the system was designed to operate in the original plan, to which Mr. Arcari responded. Mr. Tomcak noted that security infrastructure is in the plans, which Mr. Arcari confirmed. Mr. Boutot clarified that there are 60 doors in the building that are roughed in for a potential card reader system, but with nothing at either end. The electrical contractor also carried security cameras in their bid package. At Mr. Harpie’s request, Mr. Boutot also spoke about the keying meeting that had been held to discuss physical keys and who would have access to which areas.

- VI. Audio Visual Requirements – presented by Mr. Boutot. There is no audio-visual package to be installed in the building at the current time. There are no microphones or overhead speakers in any meeting rooms, conference rooms or the gymnasium. The Town is looking to hire a vendor who will specify the purchase and installation of these items. The Town has a July 14th move in date. A vendor has provided pricing for these design services that is in excess of the Town’s competitive pricing (bid) threshold. Their proposal for the design of security system features was also provided to Town staff. Because time is of the essence, a bid waiver request has been submitted to the Town Council. There is an estimate of \$1,500 to \$3,000 per door. The Town intends to use soft cost money to pay for the cost of this equipment. Mr. Harpie asked about a rough order of magnitude on the cost of the equipment, and also asked questions about the firm who provided the design estimate. Mr. Miner asked about Parks and Recreation. He stated that this should all be included in Furniture, Fixtures and Equipment (FF&E). Mr. Harpie noted that the amount in the project for FF&E was not sufficient. Mr. Miner observed that this design work was outside the original scope of work, that this was for work that had not been done.
- VII. Fiber Optic Installation – presented by Mr. Boutot. He explained that this was a pathway to get into the new building from the street. He explained the system. The goal is to run two 4” pipes now rather than to tear up the new road for Mazzoccoli Way shortly after the building was completed. Mr. Harpie asked about the telecommunication rooms in the new building, if a public abeyance certificate was required for the fiber optic system, or if a public hearing was required. Mr. Miner asked about creating a loop around the Town Hall. Mr. Boutot mentioned that if a vehicle struck a pole on Cedar Street that knocked down the pole, the Town would lose connectivity. He would rather have redundancy for both data and fiber.
- VIII. Any Other Business Pertinent to the Committee – Mr. Chapman felt there were aspects of the project that the Committee needed to be updated on. One aspect is the emergency generator. This is a cost item. It will have to be temporarily located and then relocated where the Town Hall is now situated. The Town has been notified that it is at its maximum capacity. Mr. Boutot spoke about adding data rooms to standby power to replicate what the current Town Hall has. Air conditioning for the data rooms would also be a requirement if they are to function during a power outage. The Town has been told that the generator is now at 84.7% capacity, that it is maxed out, and there are not to be any further loads added to the generator. There are a number of outlets that are not the generator. Mayor DelBuono asked about adding the access control system. Mr. Boutot spoke some more about the generator, where it was being temporarily located, and the upcoming Change Order Proposal (COP) request. Mr. Chapman stated that both the relocation of the generator and the capacity of it concern him. The Town may have to add other items after it moves in. Mr. Harpie spoke about adding the heating and cooling system to the generator. He also asked about moving to an independent computer server. Mr. Mortensen stated his concern if the generator was not supplying backup power to the entire building. Mr. Boutot noted that he is still seeking confirmation that the heating, ventilating and air conditioning (HVAC) for the data rooms has been added to the

generator. Mr. Murtha asked what the solution was. Mr. Arcari spoke about how the generator came to be sized as it was. The Mayor spoke about the project budget and the public perception about what the Committee knew and what it really did know.

Mr. Chapman also wished to inform the Committee about the demolition of the existing Town Hall and how it related to the Police Department. Mr. Boutot spoke about fiber optic cable that would need to be moved, the HVAC for the Police Communications Room, a potential structural problem in the room above, wiring, and the water main pipes. Mr. Miner stated that these were between the Architect and the Construction Manager, and should not be an issue for the Committee. Mr. Harpie spoke about the options if the dispatch area had to be relocated. Mr. Arcari noted that former Facilities Director Dave Langdon was aware of the air conditioning issues with the Police Department and planned to address them through the Capital Improvement Plan prior to detachment.

Mr. Chapman asked Ms. Murphy to update the Committee on the financial situation. She had reconciled with Colliers through the end of January and would be doing so again shortly, through the end of February. In the \$28.8 million project, \$400,000 was for technology. Part of this is for audio-visual design and part of it is for door access (security) design. For the audio-visual equipment, about \$450,000 is in the 2020-21 Capital Improvement Plan (CIP). Six of the project Add Alternates were funded in the 2019-20 Capital Improvement Plan (gym expansion, \$413,422; the generator, \$231,471; the kitchenettes, \$138,158; spray foam insulation, \$120,409; gymnasium equipment, \$174,330; and the roof screens, \$388,525). These are over and above the \$28.8 million. All of them have been encumbered. The other four Add Alternates, 9-12 (for the Police Department, Addendum 5, and the allowances to remove contaminated soils and for winter conditions), total \$922,527 and are out of the CIP accounts they were being charged to prior to her arrival in 2017. There is \$950,000 in the CIP for Town Hall technology. There is a request for \$450,000 for audio-visual equipment in this year's CIP. For FF&E there is a purchase order open from last year, funded by operational savings, for \$52,000 and a \$315,000 transfer that the Town Council approved. That is in the CIP also. There is an \$80,000 request in the 2020-21 CIP. That does not include any of the technology things; that is literally the desks and chairs, and the conference room equipment (tables and chairs). It does not include anything that is audio-visual or anything like that.

Discussion went back to the staff request to the Town Council for a bid waiver for the audio-visual and security equipment design. Mr. Miner felt that these were a matter for the Town Council, and not this Committee. Mayor DelBuono noted that the Town Council wanted to be certain that the Committee knew about it and was aware of what it was for. The Committee did not take formal action but agreed by consensus to support the request for a waiver for the design of the audio-visual additional items and the design of the security system additional items.

- IX. Public Participation – None.
- X. Comments by Committee Members – None.

XI. Adjournment – the meeting adjourned at 6:55 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron,
Director of Administrative Services