


TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

2020 APR 14 AM 11:00

REGULAR MEETING MINUTES

April 8, 2020


Town Clerk

Zoom Event, Originally Scheduled for the Town Hall Lower Level, Room L101

- 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, Ed Murtha, and Don Woods. Others participating: Beth DelBuono, Mayor; Frank Tomcak, Downes Construction Company; Tom Arcari and Chris O’Neill, Quisenberry Arcari + Malik Architecture; Mark Schweitzer, Colliers International; 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 minutes of the March 16, 2020 meeting be approved as written. A second to the motion was made by Mr. Mortensen. The motion was approved by a vote of 7 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 change order requests totaling \$638,676.55 and a total anticipated Guaranteed Maximum Price (GMP) of \$28,451,370.10. If the Change Order Proposals he is requesting action on this evening are approved, he shows the Owner’s remaining contingency to be \$178,023.90. This is roughly 80% spent of the owner’s contingency, with project billings at 66%. The Total Project Budget is \$30,336,204. Mr. Arcari asked, if 66% of the GMP is complete, what percentage of the new building project is complete? Mr. Tomcak replied that the new building is 80-85% complete. Mr. Miner asked about further releases of money back to the Town. Mr. Tomcak responded that he was looking at it. There are some winter weather items. Downes Construction is getting ready to prepare Mazzoccoli Way. Mr. Tomcak felt he needed to check with his office to see what Downes Construction could give back. Mr. Arcari observed that the pending construction Change Order Proposals (COPs) number is trending downwards as the Committee gets towards the end of the project. The Chair noted that there is \$714,000 between the Owner’s and the Construction Manager’s contingencies. Downes Construction is 80% done with the building. They will also be taking down the existing Town Hall. Are they comfortable that they have the funds for demolition? Mr. Tomcak responded they have allowances in the demolition phase. He feels comfortable with what is in contingency. They are on the downward slope of Change Orders. Mr. Arcari added that the Construction Manager is billing to 70% completion at the end of the month, plus

allowances in the demolition phase. The Town will have close to 10%. The Town is in a good position. Ms. Budrejko asked if Downes Construction had some input as to COVID-19. Are there any additional costs or issues? Mr. Tomcak replied that he wanted to address that later in the meeting.

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 entailed the switch over to permanent power (the meter is set and permanent light fixtures have been energized on the 2nd floor); slab on grade in the gymnasium; interior framing at the Community Center; 1st and 3rd floor drywall and taping (and sanding); prepare and paint the 1st and 2nd floors (which excludes the finish coat); Community Center sheathing, air vapor barrier, and slab on grade (there is some cast stone left to do); the 2nd floor light fixtures and wiring; the 2nd floor bathrooms and porcelain tile; the acoustical ceiling grid on the 1st and 2nd floors, which is substantially complete (to the point where ceiling tile can be placed – the ceiling grid has been started on the 3rd floor); the vault installation, which is substantially complete; the gymnasium masonry veneer and windows, which are substantially complete; and the generator that has been set at its temporary location.

Work in progress consists of millwork on the second floor (the upper and lower cabinets, they just started the 3rd floor earlier in the day); mechanical-electrical-plumbing (MEP) rough-in on all floors, including the Community Center (the electricity has been expedited by weekend work); prepare and paint the 3rd floor; the acoustical ceiling grid on the 3rd floor; porcelain tile in the 1st floor bathrooms; in-wall electrical rough-in of the Community Center; installation of door frames and doors in the Community Center (two crews from Acorn glass are also working on glass); placing concrete at the main entries of Town Hall; flexible ductwork diffusers on the 1st and 2nd floors; and installation of ductwork serving the gymnasium.

Work to start (some of it 3-4 weeks down the road) consists of furring the walls inside the vault; priming the Concrete Masonry Unit (CMU) interior walls in the gymnasium; millwork on the 3rd floor; porcelain tile in the 3rd floor bathrooms; steel columns and beams at the main vestibules (these are the entries at the east and west ends of the Town Hall); setting the flag poles at the Town Hall west entry; hanging drywall in the Community Center; mechanical equipment startup (this will start the week of the 20th when they will start moving air); carpet installation on the 3rd floor; Grand lobby and 1st floor acoustical ceiling grid; and the sidewalk and curbing along Mazzoccoli Way (this will begin the week of April 27th with the sidewalk monolithic pour, with curbing).

Other critical items and milestones is where the further discussion regarding COVID-19 ensued. There was difficulty in getting brick out of Pennsylvania. The mason and Downes Construction got it delivered. There was difficulty with the ceiling tile, which was coming from Pennsylvania also. They got it on time as well. Mr. Tomcak will continue to watch the general trade packages. His company has been talking with window suppliers, to get material delivered as it is needed. The one exception is the chemical system in the vault. It has a 600-pound tank. The factory for the tank has shut down. The biggest challenge is keeping workers safe and ensuring that they have a comfort level.

