

**MUNICIPAL COMPLEX IMPROVEMENTS BUILDING COMMITTEE  
SPECIAL MEETING  
MINUTES**

Date: Wednesday, January 18, 2012

Time: 5:00 P.M.

Place: 1000 Hartford Turnpike

Present: Brendan McGuirk, Ronald Cusano, Neftali Soto, Tom Burns,  
Kenneth Kirkman

Also Present: Kristin Zawacki, Assistant Director of Public Works, Mark Hopper & Bill Klegg of Fletcher-Thompson

The meeting was called to order by Chairman Burns at 5:04 p.m.

Review of Plans/Project Status

- Mark Hopper handed out architectural drawings that have been completed to date for the committee to review. Fletcher-Thompson will incorporate all changes to the plans as recommended by the committee.
- Mark Hopper explained he was in contract with Scott Atkin from Anchor Engineering for the Environmental issues on the site. Ron explained that the agreements between Fletcher-Thompson and their sub-consultants do not have to be reviewed or approved by the Town of Waterford.
- Contract documents for the project need to be prepared by Fletcher-Thompson and then reviewed and approved by the committee. AIA vs. EJCDC contract document forms are generally the two options, but perhaps the Town of Waterford wants to create their own documents. Mr. Hopper said he would include a draft of a document and let all necessary parties review it and decide then. All information including Bonding & Insurance requirements as well as the contract itself would be supplied to Fletcher-Thompson and reviewed by the purchasing agent of the Town of Waterford.
- Discussion moved to the plans themselves – Mr. Hopper said they decided it would be cost effective to take all masonry down to avoid possible change orders. When trying to salvage portions of the building there is always that unknown factor that could add substantial cost. They are going to use larger “block” style pieces between the garage bay doors, in the front and rear of the building rather than keep the brick that is there now.
- Ron Cusano asked about the demolition plan. He noted the drawings didn’t show any construction staging drawings within the plan. This information will be included in the bid packet. Mark Hopper said the project is proposed to be broken into 3 construction phases. The committee discussed this plan and requested costs for temporarily relocating the office spaces during construction to the vacant portion of the building verses utilizing portable buildings on the property. It is

understood that the offices will need to be accessible to the public to make payments or take care of business as normal during the construction time.

- The final plans will include special details for specific items such as paper towels and toilet paper holders as the Town deems necessary. The architect will evaluate the benefits of LED lighting compared to the typical fluorescent lights. The committee instructed the architect to incorporate the most beneficial option into the plan. There will be skylights throughout the garage area to supplement with the lighting needs in that space. The committee will need to supply Fletcher-Thompson the security system requirements to be incorporated into the final plans.
- Brendan McGuirk inquired if the architects would be using “green” practices for the building. Mark Hopper indicated that the best green practices for both demolition and construction will be included in the plans.
- The committee wants a target completion date on the plans and specifications by mid year 2012 with the final cost estimates included. The final packet should include the estimated escalation costs as well, so the best possible total may be included in the Capitol Improvement Plan for Fiscal Year 2014.

Being no further business:

**Motion** was made by Brendan McGuirk, seconded by Neftali Soto to adjourn the meeting.

**Vote** Unanimous  
**Motion Carried**

Meeting adjourned at 6:04 p.m.

Respectfully Submitted,

Sandy Kenniston  
Recording Secretary