

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

Date: Wednesday June 23, 2010

Time: 5:00 P.M.

Place: 1000 Hartford Road – Conference Room

Present: Thomas Burns, Ronald Cusano, Brendan McGuirk, Neftali Soto,

Absent: Kenneth Kirkman

Also Present: Mark Hopper, Schoenhardt Architects
Hal Kerr, Diversified Technology Consultants

The meeting was called to order by Chairman Burns at 5:12 p.m.

The secretary report was reviewed. The following action took place:

The minutes of
December 2, 2009

Motion was made by Neftali Soto, seconded by Ronald Cusano to approve the minutes as presented.

Vote Unanimous
Motion Carried

The bills were presented and the following took place.

Motion was made by Ron Cusano and seconded by Neftali Soto to pay Schoenhardt Architects:
\$ 11.33 – Inv. 07162-00-0000013

Vote: Unanimous
Motion Carried

Old Business: None at this time

New Business:

Mark Hopper spoke with our committee. He explained that his group had a kick off meeting and had some questions that needed to be addressed with our group. The design team thought these questions should be addressed before they get too far into the project. The questions they had include – phasing operations during construction; mechanical scope for energy sources; sprinkler system, insurance carrier design; overall an idea of when construction may begin.

The committee discussed first that we need to get the compliance issues addressed. While working on the compliance issues, the mechanical issues with this building are also a major concern. The next factor would be to be as efficient as possible, as the Town of Waterford seems committed to building efficient buildings.

One topic of discussion was how to phase the project. If the office area is done first, it would need to be during a time while the equipment could be left outside as this phase would lose quite a bit of garage space. The discussion of portable offices vs. using the other end of the building came up. The committee feels that the cost to getting the other end of the building functioning enough to have staff work in the building, would cost too much. It was agreed that portable offices would be placed somewhere during the process to keep the working staff in a safe environment, while our files and maps could be stored at the other end of the building.

The committee asked the designers to give them options for phasing the project, if the money was split up in different years. The committee feels that because the scope of this project will work on all areas of this building – it would be best to do it all at once, rather than try to choose which area would be worked on first. Trying to design the mechanical systems in phases would be a difficult task and would add significant costs to the project. Tom Burns addressed the questions on efficiency. He stated that the committee was interested in the geo-thermal heating system as well as the solar wall that was in the layout. The waste oil option would not work at this time. The committee asked the designers to check into all options for the geo-thermal as there are many rebates offered for buildings that use this in their design.

The designers will be in touch with our insurance company as well as the company that keeps our sprinkler system to be sure that the water flow for the size of the building is efficient and will adjust that as needed to make sure the insurance company continues coverage.

The committee feels this is a good time to build as the costs for all projects seem to be coming in below the estimates. The committee asked the designers to go forward with a full plan with the options to split it up if needed as the funding becomes available.

The committee explained that there is gas and water on site. We do not have fiber optics as of yet, but we hope they are coming.

Ron explained to the committee that the office air conditioner is currently not working correctly. The costs may be high as the compressor is the part that needs to be replaced. He asked the mechanical designer to see if something we purchase now would be able to be implemented in the new design. Hal Kerr said he would look into any option, but doubted that anything we used for this layout, would work for the new layout as the duct work requirements would be different.

The committee asked if they felt the design contracts would be ready so that we would have solid numbers for the CIP submission. Mark Hopper felt there would be no problem meeting the submission dates.

Chairman Burns indicated his intentions to meet with First Selectman Dan Steward and Finance Director Ruth Beers to discuss funding strategy.

Being no further business:

Motion was made by Neftali Soto, seconded by Ron Cusano to adjourn the meeting.

Vote Unanimous
Motion Carried

Meeting adjourned at 7:15 p.m.

Respectfully Submitted,

Sandy Kenniston
Recording Secretary