

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

Date: Wednesday September 29, 2010

Time: 6:00 P.M.

Place: 1000 Hartford Road – Conference Room

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

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

The meeting was called to order by Chairman Burns at 6:00 p.m.

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

The minutes of
June 23, 2010

Motion was made by Brendan McGuirk, seconded by Neftali Soto to approve the minutes as presented.

Vote 4 -yes
1 – Abstention (Kirkman)

Motion Carried

The bills were presented and the following took place.

Motion was made by Brendan McGuirk and seconded by Kenneth Kirkman to pay Schoenhardt Architects:

\$ 20,415.00

\$47,625.50

\$68,040.50

Vote: Unanimous

Motion Carried

Old Business: Chairman Burns noted that he still needed to set up a meeting with First Selectman Dan Steward and Finance Director Ruth Beers.

New Business:

Hal Kerr explained to the committee that his firm had done a comprehensive study between the Geo-thermal option for the new building and the typical baseboard radiation of the heat and A/C as needed for our space. The first Option was the Geo-thermal loop system. Option #2 is a variable speed air handling unit with baseboard radiation. The conclusion showed that the Geo-thermal system, or Option #1 would have a 5 year payback on the town's investment, which he explained is very good.

Hal explained how the system would be laid out and that the mezzanine would house a portion of the system. He also explained the use of the solar wall, which they would be locating on the south side of the roof with the high pitch on it. This wall will allow savings for the town. The committee reviewed the layout and explained to the architects that we expected air conditioning for the mechanic's work shop as well and Hal said he would go back and figure that into the system. He explained that the energy cost savings for this option were substantial as the town will add efficient space for less than what we are spending now for the same space. The company needs direction as they need to further develop which option the town wants to go as the well field parameters need to be planned.

Motion was made by Brendan McGuirk, seconded by Kenneth Kirkman to go with Option 1, the Geo-Thermal system, including the use of the solar walls for savings to the Town.

**Vote – Unanimous
Motion Carried**

Mark Hopper than reviewed the changes in the layout for the offices. He explained that after careful review, the original plan included removing load bearing walls. The costs associated with taking those walls out are substantial, so they have changed the layouts just a bit, without taking away the original requests. The training room will need to have a beam throughout it, so there isn't a column in the middle of the room. The hallway is another area they were able to adjust and still keep it within the required code.

Motion was made by Brendan McGuirk, seconded by Kenneth Kirkman to accept the revised plan dated 9/17/10 with all the noted adjustments, including a beam in the training room to avoid a column.

**Vote – Unanimous
Motion Carried**

Mark Hopper had other questions from the design team that he needed to address with the committee so they could go further in the plans. Mark brought a pallet of proposed materials and colors so in the future when they did plans they could begin to show how it will look.

Motion was made by Kenneth Kirkman, seconded by Brendan McGuirk to accept the materials offered; realizing this is the basic paint, tile, countertop, flooring & ceiling options and that other colors can be used as long as it is offered with the brand shown.

Vote – Unanimous
Motion Carried

- Mark asked questions on the locker rooms as far as which type of locker the committee wanted to purchase. It was decided that the single stack, ventilated lockers would be the best and give the employees room for all their gear. The number of lockers was a discussion but it was decided that there would be 40 men's lockers and 10 ladies lockers placed in the locker rooms. This brought about an amendment to a previous Motion.

An Amended Motion was made by Tom Burns, seconded by Kenneth Kirkman to accept the revised plans dated 9/17/10 with all the noted adjustments, including a beam in the training room to avoid a column as well as to adjust the size of the locker room for both the Men & Women.

Vote – Unanimous
Motion Carried

- Mark also asked the question on the replacement garage doors and which style he should be using. The committee asked him to use the same style that was used in the Phase I building out back to keep it looking visibly appealing.
- Mark confirmed that the cashier window stations in the Utility Commission area should be bullet proof glass with the slide under the windows.
- At this time, Neftali Soto discussed the request from one of his commission members to include a drive-through window for Utility Commission payments. He said his commission member felt very strongly that this should be included. The committee stated that there was no way to adjust the plans to include a drive up window, since the various Boards have asked them to stay within the same footprint of the current building.

Motion was made by Brendan McGuirk, seconded by Kenneth Kirkman to not include a drive up window for the renovations for the complex.

Vote – 4 yes
1 abstention (Soto)
Motion Carried

- Mark asked if he could meet with someone and figure out what the raised section in the garage area is and if it can be removed for the drain in the floors to be used effectively. Ron said he will go over that with him.

- The remediation is complete on the site except for any areas we may disturb with the construction of the wells for the geo-thermal. Mark will plan to meet with Anchor Engineering on this subject to make sure nothing out front is disturbed when digging for the wells.
- The existing generator will need to be looked at and they will need to make sure that the configuration for the building is correct. This building is deemed and “Emergency Operations Building”, and as such will need to have adequate support in case an emergency arises.
- When Mark and his team were taking measurements they were asked to take a wall out between the mechanic work bays. This wall cannot be taken out as it is a load bearing wall.
- Discussion took place about the woodworking shop and what equipment will be in this space. It was suggested that Mark and his team come down to discuss this area with the general foreman so that we get the proper ventilation for this room. While they are here they will also discuss with the mechanics where the drop downs will be for oils and lubricants so they are put in the correct spot.
- Mark asked for contact information about the IT equipment as well as the security of the building. This information will be supplied to him through an e-mail from Neftali or Ron in the morning, although it was agreed that Ed Crane is the contact for IT questions and that Jim Bartelli would be the contact for this buildings security plan.
- Mark asked the question about the use of what type of documents needed to be used for the contract documents. Ron gave him Kate Rotella’s information as the Town of Waterford’s Purchasing Agent. She would be able to supply the correct Insurance, Bonding & Payment information that needed to be included on that paperwork.
- Mark said he will begin to populate the office with desks and work stations so that everyone will get a feel for how it will all look. Once that is complete, he will send it down to Neftali and Ron for review by their staff.

Ron explained to the committee that the CIP budget was due to the First Selectman’s office by October 22, 2010. Ron confirmed that the plans are on target and Mark confirmed that they plan to be done with the design portion by the end of October and ready to sit on a shelf until the town is ready to proceed. Neftali asked Mark if throughout the process if the numbers are being adjusted. Mark assured the committee that as they finish a section they bring it to their estimator to review the numbers and they seem to be staying on target of \$5.8 million for the final. Ron will submit this number for his CIP budget.

Discussion took place about the current situation of the building and the lack of the A/C unit. It was suggested that Ron get a quote from a company to replace or repair the air conditioning unit, with no expectation that this unit would be used in the future.

Being no further business:

Motion was made by Kenneth Kirkman, seconded by Neftali Soto to adjourn the meeting.

Vote Unanimous

Motion Carried

Meeting adjourned at 7:55 p.m.

Respectfully Submitted,

Sandy Kenniston
Recording Secretary