

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

Date: Tuesday May 24, 2016

Time: 5:30 P.M.

Place: 1000 Hartford Turnpike

Present: Bruce Kruszewski; Ken Kirkman; Robert Brule; Glenn Patterson;
Cheryl Larder

Absent: Ted Olynciw; Ray Valentini

Also Present: Mark Hopper, Fletcher-Thompson

The meeting was called to order by Chairman Kruszewski at 5:30 PM

Public Comment: None

Approval of the minutes of May 3, 2016

Motion made by Robert Brule, seconded by Ken Kirkman

Vote – 4 yes; 1 Abstain (Brule)

Motion Carried

Old Business

Review of Progress with Fletcher-Thompson

Mark Hopper explained he was in contact with the town attorney about getting the contract for the additional work signed. He said that Attorney Avena said this contract would be fine for this work, but any work later into the project would require a more formal agreement. All parties agreed.

Mr. Hopper has been in contact with Scott Atkin from Anchor Engineering and Steve Gendreau from DTC. Once the town signs the contract with Fletcher-Thompson, they will then sign the contracts for both of these companies. They have agreed to work on the project while this process is happening.

Mark Hopper reported that when asked if the plans could be ready for review one week prior to the June 7 meeting, Anchor said they would not be able to meet that deadline; however, they should be ready for review at the June 7 meeting. This will still give the committee members time to review before the Planning & Zoning and Conservation Commission meetings for the end of the month.

Steve Gendreau will be at the June 7 meeting with the new mechanical plans / drawings. Anchor will need to see their plans before their final plans as the site plan will need to account for any “pad mounted equipment” that need to be included for final plans.

Mr. Hopper reported from a budget stand point, there has been consideration for the temporary office space. There has not been much discussion on how much space will be needed, nor where the best place is on the site to temporarily put the office spaces. Mark asked for permission from the committee to reach out to both Neftali Soto and Kristin Zawacki, the two directors and begin talking with them on how much space will be needed so they can plan appropriately. The ideal space would be to move the bus company out and put the temporary offices in that area, but other town officials would need to be involved if that is the case. Traffic flow to the office space, as well as continuing the traffic to and from the transfer station will be a vital element in these plans.

When Mr. Hopper was reviewing the plans, he realized he needs to get in touch with Mystic Air Quality to get an up to date “building abatement drawing” for the other end of the building. This was done by the previous architects and in the switch from Schoenhardt to Fletcher Thompson had been missed. They will need to clean up their drawings as well as include any more current information, if available. Mr. Hopper assured the committee there is no adjustment to the agreement for this to take place, he simply wanted the committee to know it was another piece of the project he was working on. Sandy will look for the copies of this report and forward them to Mark Hopper as well as the members of the committee.

Mr. Patterson reported about meeting the town planner – Abby Piersall at the town hall budget meetings. He would like to get any plans to her and her office staff for review as she indicated to him that she would help any way she can to move the project forward.

The committee is concerned about the Conservation Commission and P & Z commission because the meetings are only 4 days apart. General consensus believes we can at least be on the agenda, but they will not act on the plans, if the first commission doesn't act.

The next meeting will be a very important meeting. This will be where the time line from Fletcher Thompson will show target dates and the best way to meet those dates.

New Business

Review of Fletcher-Thompson schedule chart for final approvals to P&Z and Conservation Commissions

The committee felt this was discussed under old business.

Discussion on funding

Bruce Kruszewski reported that there are no grants available after his discussion with the First Selectman, Dan Steward. There is money available through the LoCip money and the amount available to this committee would need to be reported at the next meeting.

Mr. Kruszewski feels strongly that the project should stay all as one project, rather than splitting it up between the site work and the new construction. Mr. Patterson is still concerned from when he heard the town attorney speak of the hold up with other town projects, and simply doesn't want that to happen with this.

The committee still needs to decide the best route to go for this project, either a general contractor or a construction manager. The position can be worked in such a way that the town feels most comfortable – we just need to figure out what that will be. A general contractor would make that person completely responsible for organizing the entire project. A construction manager oversees the work. The town would get the different scope of work done, and the construction manager makes sure it is done correctly as a liaison to the town.

This will be the final piece before the project goes out to bid, but Fletcher-Thompson will put the wording into the documents once the committee gives them the route they are going.

A single contractor helps to alleviate the stress of any time line issues – because he agrees to a time line and the town can hold that contractor to it.

Ms. Larder believes if there are any issues getting the full funding – that the project could get started if we took the remediation portion out of the contract to make it separate. Mr. Hopper pointed out to her that the town is not necessarily obligated to clean up the site, no one is forcing them to do that portion, although it is the correct thing to do. The town knows that under the dirt needs to be taken care of and have always planned to make the site as clean as possible.

Mr. Hopper offered his opinion about the General Contractor vs. the Construction Manager. The General Contractors work for themselves, they see the bids and present to the town what they want to go with. The Construction Manager works for the Town. The town views every aspect of the project, every bid and presents all options to the town. A construction manager could save the town substantial money in Mark's opinion.

Mr. Kruszewski would like to get the building permit before any building codes change, so the next 2-4 weeks will be critical in the time line to stay on target.

Being no further business

Adjournment

Motion made by Glenn Patterson, seconded by Robert Brule
To adjourn the meeting

Vote – Unanimous

Motion Carried

Meeting adjourned at 6:37 P.M.

Respectfully Submitted,

Sandy Kenniston
Recording Secretary