

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

Date: Tuesday June 7, 2016

Time: 5:30 P.M.

Place: 1000 Hartford Turnpike

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

Absent: Ted Olynciw

Staff: Kristin Zawacki, Director of Public Works; Neftali Soto, Director of  
Waterford Utility Commission

Also Present: Mark Hopper, Fletcher-Thompson (5:45P.M.)

The meeting was called to order by Chairman Kruszewski at 5:43 PM

Public Comment: None

Approval of the minutes of May 24, 2016

**Motion** made by Cheryl Larder, seconded by Ken Kirkman

**Vote** 5 yes; 1 abstain (Valentini)

**Motion Carried**

**Old Business**

**Update on Progress with Fletcher-Thompson**

Mr. Hopper apologized for being late, traffic on the highway held him up. Mr. Hopper also explained a phone conversation he had with Chairman Kruszewski earlier in the day. Scott Atkin from Anchor Engineering was planning to attend the meeting this evening, but ended up with a personal emergency that kept him from attending. Mr. Hopper discussed with the committee the best way to get the plans to the committee, as he assured the committee we would have them by the end of this week. It was decided that he would have them delivered to the Public Works office by Thursday of this week, and then office staff will get them delivered to the committee members at their homes. Mark assured the committee that not having Anchor at the meeting would not hold up the schedule in order to attend the necessary meetings at the end of the month. Mark plans on touching base with Scott from Anchor later in the day on Wednesday to make arrangements to get the plans from him.

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

Mr. Hopper noted he has asked Scott Atkin to make an appointment with the Town Planner for a meeting to review the plans. He said his plan would be to attend the meeting with Scott. This meeting should help the staff serving both of these commissions understand the project better, with the hope they would encourage the commissions address the projects on the same day as submitted. Once the committee members get the plans, the committee may schedule a special meeting to review if there is a need for it. These plans that Anchor will provide, will simply be for the outside of the building and the grounds on which the building is housed on. In no way would this include the final plans for the entire project.

### **New Business**

#### **Review plans for submission for P&Z and Conservation Commissions**

As the discussion proceeded, Mr. Hopper told the committee that there would be a space on the plans from Anchor labeled “temporary office spaces” The committee will need to give thought and discussion to this space. Mark Hopper contacted both Directors to begin the discussion on how much space would be needed for these temporary spaces, but as of this date has not had a meeting with them. He will set up a meeting and try to coordinate it when he is in town for the meeting with the town planner, if possible. The committee expects this will take place before our next meeting – June 28, 2016. Mr. Hopper spoke with the directors about the information needed, such as how many desk spaces would be needed, how many filing cabinets are needed, as well as getting technology moved into the temporary space up and running to make the transition easy. The committee asked about getting together a transition plan and who would oversee such a plan. Future discussion would need to happen if the committee decides to use a construction manager, to include that in the expected responsibilities.

In the discussion of the temporary office space Bruce Kruszewski said he plans to meet with the superintendent of schools here at the site. This will happen once school is out for the summer to discuss the bus company and what our options are. The committee would like to check all spaces the town owns that are possible, either for the bus company or the temporary office space. The Cohanzie and Southwest Schools are some options to consider. The site plans for the submissions for the commission meetings will not need details, only that they have included information for the space.

The committee will also need to consider what level of security will be needed in the temporary space. This information will be needed to be sure to get an accurate figure in the budget for that line item.

The committee instructed Kristin and Neftali to draft a letter to Ed Crane the IT director to set up a meeting to discuss what would be needed for this type of set up, as well as the time frame needed to make it happen. The committee asked the directors to be very proactive in getting the transition ready and to be prepared for all issues before they come up, to the best of their ability.

### **Update from Anchor Engineering**

The committee will set up a date for a special meeting to review the plans from Anchor once they receive them for any questions they have. The committee tentatively set up a special meeting for Monday June 20, 2016 at 5:30 for any questions on the plans from Anchor Engineering. Bruce Kruszewski asked the committee members to send any questions or comments to him via email by June 15, 2016. Mr. Kruszewski will then determine if the meeting is necessary.

### **Update from DTC**

Mark Hopper reported that DTC has a 90% completion on the plans for the project. He brought the mechanical set of plans. The committee reviewed the plans page by page. The back portion of the plans includes a schedule in which they should be implemented as well as the standard basis of design, meaning the performance characteristics needed for certain parts. This sets the minimum requirement needed to fulfill that job. This will help the contractor meet the specifications better. The full set of specs & plans will be sent to Tali through email from Mark Hopper. Tali will put them in his drop box so all committee members can review these plans. The mechanical plans are ready to be sent to the estimator to update prices for the bid.

### **Other Business**

Mr. Patterson asked Mr. Hopper about the development of the project schedule. Mr. Hopper assured him the plan is being worked out and will be ready when needed. Mr. Patterson also wanted to be sure that work has begun on the power point presentations for the boards. Mark said he has begun working on those as well.

The committee reviewed a letter from Dan Steward regarding the project as a whole, as well as the established funding and those account balances.

Being no further business

### **Adjournment**

**Motion** made by Robert Brule, seconded by Ray Valentini  
**To adjourn the meeting**

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

Meeting adjourned at 7:01 P.M.

Respectfully Submitted,

Sandy Kenniston  
Recording Secretary