

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

Date: Tuesday September 6, 2016

Time: 5:30 P.M.

Place: 1000 Hartford Turnpike

Present: Cheryl Larder; Glenn Patterson; Ray Valentini; Ed Carboni  
Ken Kirkman (5:40); Robert Brule (5:55)

Absent: Bruce Kruszewski

Also Present: Scott Atkin, Anchor Engineering

Staff: Daniel Steward, First Selectman; Rob Avena, Town Council;  
Kristin Zawacki, Director DPW; Abby Piersall, Planning Director

A **Motion** was made by Cheryl Larder, Seconded by Ray Valentini to appoint Glenn Patterson as the temporary chairman of the meeting.

**Vote – Unanimous**

**Motion Carried**

The meeting was called to order by Chairman Patterson at 5:37 P.M.

Public Comment: None

Approval of the minutes of August 23, 2016

**Motion** made by Cheryl Larder seconded by Ray Valentini  
With the following adjustment:

Should include the tentative schedule for approvals as set at the last meeting  
Sept 6, 2016 – Regular Meeting to review P&Z submittal  
Sept 12, 2016 – P&Z Commission meeting  
Sept. 20, 2016 – Special Meeting for final review (5:00)  
Sept 27, 2016 – Special Meeting at Town Hall for presentation to a  
combined group of BOS, & BOF members (6:30? Confirmed time TBD)

**Vote – Unanimous**

**Motion Carried**

## Old Business

Update from Fletcher-Thompson on progress of plans

Mark Hopper was again unable to attend the meeting to give us an update

Update and Review from Anchor Engineering  
Conservation Commission  
Planning & Zoning Commission

Conservation Commission permit has been approved

Planning & Zoning Commission permit was discussed. Scott addressed the concerns sent to him from Mark Wujtewicz, the Town Planner. The following was noted:

#1 – The plans and whether everyone is using the updated version of the site plan is almost worked out. Only a couple manholes / markings should be ironed out.

#2 – The sidewalk – the issue has been corrected. The markings on the plans were wrong, but have been adjusted. The plans themselves were correct.

#3 – The gate is currently 20' and the plans have been adjusted to the regulations of needing it to be 24'. Scott explained that they didn't adjust the gate, but should have looked at the regulations to understand it needed to be changed.

#4 – The south end of the parking lot where the buses will be parking have had wheel stops added.

#5 – Fire Marshal has 3 points – two of which need to be addressed by Mark Hopper and Scott has been unable to get the answers from Mr. Hopper. Mr. Hopper will need to answer these points next week at the meeting. The third point is about the turning radius and that has been corrected.

#6 – Extra copies of architectural plans. Scott needs these as he doesn't have them. He needs these for the elevations for P&Z. They will be sent electronically to Scott for his records. Abby thought 10 copies would be sufficient.

#7 – The island/turning radius concern from DPW Director. This will not be adjusted at this time, as the Conservation Commission approved the plans including the island.

There may be minor modifications made to this island size at a later date, in which we will need to notify the conservation commission at that time.

The committee asked Abby Piersall if she thought there would be any other questions asked, so to make sure we are ready for the questions next week. She said they will most likely look for phasing / sequencing and how the temporary office space will work, including keeping business running out of this site at the same time. The other concern she believes they will need to give an answer to is the erosion/sediment controls during construction. They need to have a plan in place.

Scott explained that once he got the committee through the P&Z process, his commitment to this project would be complete. He explained he would be at the meetings for P&Z as well as the special meeting on Sept 20 for final review. If the Town needs him for anything else, we would need to work that out with Fletcher-Thompson as he technically works for them. Mr. Atkin excused himself from the meeting.

## **New Business**

### Other

Mr. Avena advised the committee that after our last meeting, he sent an email to Mark Hopper at Fletcher-Thompson and Scott Atkin of Anchor Engineering. He read the email to the committee. He reported that Scott had responded to his email, but that Mark Hopper had not responded. He then sent another email late last week and then followed up with a phone call this morning to Fletcher-Thompson attempting to have a conversation with Mark Hopper. Mr. Avena stated that his messages stated he only needed a few minutes of his time, but still no return calls or emails. Mr. Avena is very concerned moving forward with the lack of response from this company.

The committee discussed the project as a whole and what our options were on moving forward. We need updated plans from DTC as well as the updated specs/plans from Fletcher-Thompson, yet we can't get them. Fletcher-Thompson owes the town Cost Estimates / Specs & Plans / and a Schedule moving forward.

**Motion** was made by Ray Valentini and seconded by Ken Kirkman to direct the Town Attorney to contact the sub-contractors to determine their status of the completed project as well as the status of payment.

**Vote** – Unanimous

**Motion Carried**

**Motion** was made by Cheryl Larder and seconded by Ken Kirkman To schedule a special meeting on September 12, 2016 at 6:00 PM, prior to the Planning & Zoning Meeting to get an update from the Town Attorney.

**Vote** – Unanimous

**Motion Carried**

The Town Staff will put together the pieces of the plans that we do have for the Town Attorney to review, including the 100% plans submitted in 2012 as well as the 95% updated plans from 2016.

Being no further business

**Adjournment**

**Motion** made by Ray Valentini and seconded by Ken Kirkman  
**To adjourn the meeting**

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

Meeting adjourned at 7:00 P.M.

Respectfully Submitted,

Sandy Kenniston  
Recording Secretary