

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

Date: Wednesday October 12, 2016

Time: 5:30 P.M.

Place: 1000 Hartford Turnpike

Present: Bruce Kruszewski; Cheryl Larder; Glenn Patterson; Ray Valentini;
Ed Carboni; Robert Brule

Absent: Ken Kirkman

Also Present: Mark Hopper, Fletcher-Thompson

Staff: Rob Avena, Town Council; Maryanna Stevens, Director of Finance;
Neftali Soto, Director WUC; Kristin Zawacki, Director DPW

The meeting was called to order by Chairman Kruszewski at 5:31 PM

Old Business

Review of plans from Fletcher-Thompson

Mr. Hopper addressed first the email he received from Town Attorney Rob Avena. He said the town staff as well as all utility companies has been updated. The Mystic Air Quality Asbestos/Abatement report has now been received and will be incorporated into the plans. He had not received the written report by the time he submitted the plans. The section on alternate options, including the screen wall needs to be updated. There seems to be some issues between the specifications and the drawings both picking up that portion as an alternate. Mr. Hopper will correct that. Mr. Hopper is also working with DTC to correct all places that state City of Waterford so that it will read Town of Waterford.

Mr. Hopper has been in contact with DTC over the skylights in the garage. DTC Structural did not update the plans taking the skylights out. Mr. Hopper will ask them to update those plans to be accurate with the rest of the plans. Mr. Hopper stated he has been going through the table of contents going page by page to confirm all the pages are listed correctly.

Mr. Hopper discussed the fact that the procurement requirements will need to be reviewed by town personnel to confirm the policies the town uses are incorporated. Wage rates will be included right before the project is ready to go to bid.

The committee asked and Mr. Hopper doesn't believe any of the new codes that went into effect for October 1, 2016 will really impact this project. The sub contractors have gone over everything and updated what needed to be updated.

Members of the committee reviewed the plans noted the following:

- A/C does not seem to be piped into the mechanic area, although at first glance, Mark Hopper felt as though it was included.
- Length of time of project seems to be different than the length of time for the temporary office space. Mark H felt that the beginning of the removal of the hazardous materials would not require the temporary office space. Discussion will need to happen before this is confirmed. It is felt there should be direction given to the bidders on how long the project is estimated to take.
- AIA paperwork all says Town of Simsbury – why is that in there? The Town of Waterford should have their own boiler plate paperwork
- The information on how to obtain the bidding packet is confusing – we will need to clear the wording up to make sure contractors understand.
- Nothing in the plans for temporary parking area. Site logistics should be included in the packet to be sure all have been accounted for.
- One section lists videotaping of certain aspects – that should be changed to be digital record.
- The portion for payment talks about lump sum for cubic yards of dirt – yet there is no estimate on how much we believe would need to come out. It also includes a price per cubic yard – with no direction on how much dirt will be removed. That needs to be cleared up. Mark will ask Anchor Engineering if they can include an estimate on total yards
- 500 gallon waste oil tank has been removed and should come off the plans
- 6,000 gallon tank should be removed and not back underground – the plans should show it above ground.
- There is an 8” pipe coming off the hydrant – shouldn't it be 6”? Mark Hopper will check.
- Discussion took place about the heights of the doors. The new openings will be 11' 4". Careful consideration will need to be taken when ordering the heavy duty dump trucks in the future.

Ms. Larder asked Mark Hopper when will we have all the plans from Fletcher-Thompson in our hand to pitch this project to the boards. Mr. Hopper explained he is checking the technical side of the plans first and then will work on the formatting of the specs, getting them ready to go out to bid. Mr. Avena explained the time line that the committee is hoping to keep. He explained they are trying to get before the boards before the budget season begins. Mr. Hopper will get a full set of plans printed and ready to go for the next regular meeting, scheduled for October 25, 2016. The committee discussed the option for a special meeting on October 26, 2016 if we need to review anything with Mr. Hopper.

Discussion took place over the date on the plans. Mr. Hopper stated he would be leaving The date of June 6, 2016 on the plans. The committee has real concerns about that. He believes the members of the boards will be concerned about the October changes in the

codes and possibility that the plans have not been updated properly. Perhaps these concerns could be addressed with a cover letter.

New Business

Review of Third Party Review plan

The informational packet handed out from the purchasing agent at the last meeting was discussed. The members need to review it and will discuss in detail at the next meeting. Sandy will scan the document and send it back out for all members to review. Neftali Soto will also send information out about a peer review program that he is aware of.

Discussion on Clerk of the Works vs. Construction Management

The committee was reminded they discussed this previously. At this previous meeting, the committee believed that a construction manager was the path the town would prefer to go with.

Review schedule for presentations for authorizing boards for funding

Mr. Avena explained to the group that if the goal is to go before the board for the full funding, we would need to be done with the third party review prior to that. If we plan the RTM meets in February and we can get to the Board of Selectman and Board of Finance in January, then the bonding process can begin. It is very important to stick with this plan. If the full set of plans with the corrections can happen by the next meeting of this group, we can move forward to get the third party review out to bid and give them enough time for review – we should have the answers we need about the project to feel confident to present this before all the boards for full funding.

Being no further business

Adjournment

Motion made by Ray Valentini, Seconded by Glenn Patterson

To adjourn the meeting

Vote – Unanimous

Motion Carried

Meeting adjourned at 7:17 P.M.

Respectfully Submitted,

Sandy Kenniston
Recording Secretary