

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

Date: Tuesday March 1, 2016

Time: 6:00 P.M.

Place: 1000 Hartford Turnpike

Present: Bruce Kruszewski; Ted Olynciw Neftali Soto, Kristin Zawacki, Ken Kirkman; Cheryl Larder; Glenn Patterson; Robert Brule, Ray Valentini

The meeting was called to order by Chairman Kruszewski at 6:00 PM

Public Comment: None

Approval of the minutes of February 17, 2016

Motion made by Ted Olynciw seconded by Cheryl Larder

Vote – Unanimous

Motion Carried

Old Business

Review Progress of Fletcher-Thompson

Review narrative for current plans

Discussion with DTC regarding Mechanical / HVAC systems

The staffs from both Fletcher-Thompson and DTC were unable to come to the meeting. They emailed the Town staff to inform them of this at the end of the day. That email was shared with the committee members.

Possible Review of existing plans and specifications

Mr. Valentini had prepared some comments he had of the current plans. The committee discussed his comments. Some items were able to be addressed; others need the architects to answer the questions.

Mr. Kruszewski stressed to the members to think about the project as a whole and to understand that DPW and WUC will be here for a long time; so long term upkeep of the building needs to be in our plans as well.

Discussion ensued about the double entrance verses the one entrance.

The two Department heads were asked their thoughts about the plans. Mrs. Zawacki explained that safety is her biggest concern. The garage space where the staff works has many hazards she hopes will be addressed. Mr. Soto explained to the group why his office staff didn't move to the back with their maintenance staff when that building was first put up. The biggest concern was because they have a large number of residents/customers that visit them quarterly to pay their bills – they can't have them driving in the yard with the large equipment.

Perhaps some tweaks to the plans on the layout of the office area would be beneficial to think about and ask the architects. Instead of walls everywhere, maybe use cubicles, was one idea. It might make the plans for heating/AC need to change – so the committee will need to discuss with Fletcher-Thompson if there is a cost associated with making those changes. The discussion next week with DTC will be on the systems themselves, not the details of those plans. That may help us understand those costs better.

Being no further business

Adjournment

Motion made by Robert Brule, Seconded by Glenn Patterson

To adjourn the meeting

Vote – Unanimous

Motion Carried

Meeting adjourned at 7:22 P.M.

Respectfully Submitted,

Sandy Kenniston
Recording Secretary