

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

Date: Tuesday August 9, 2016

Time: 5:30 P.M.

Place: 1000 Hartford Turnpike

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

Also Present: Scott Atkin, Anchor Engineering

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

Public Comment: None

Approval of the minutes of July 5, 2016

Motion made by Cheryl Larder seconded by Robert Brule

Vote – Unanimous

Motion Carried

New Business

Discussion with Attorney Rob Avena regarding General Contractor vs.
Construction Manager

The committee first established what the two meanings were.

Construction Manager – works for the town and handles any problems and issues that may arise. Neftali offered some may call this a contract administrator.

General Contractor – is hired by the town, and oversees the project, but many aspects of inspection, change orders, issues, etc. would need to be done by the town. Some may refer to this as a Clerk of the Works.

Mr. Avena believes a construction manager was very good for the town, when they managed the school projects. It places the accountability on them to be sure the project is done to the specifications the town sets out. The question is, does this size project warrant the money for the extra set of eyes. The concerns include having to answer to the bond holders and we need to protect the bonds, so we may be required to have one. Mrs.

Stevens said all the particulars like those details would be included in the bond process and they would already know how the town would be moving forward with the project.

The committee seems compelled to have a third party review the plans to be sure the project does not have any surprises that they are not aware of. What type of firm will need to be determined. This outside company should be able to inspect and understand architectural, mechanical, engineering, as well as environmental issues. The committee would love to hire that someone now, however, there is no funding available. Mrs. Stevens offered to do some research to see if there is a way to do that type of work in phases. If there is, she will begin working on an RFP with that structure in mind.

To stay consistent with other projects in town, an outside party needs to oversee the project.

Old Business

Update from Fletcher-Thompson on progress of plans

The committee is hoping they will receive the package in full from Fletcher-Thompson soon, so they can get moving on the next phase. Need to get solid numbers from the full package to begin the steps for the funding.

Update and Review from Anchor Engineering

Conservation Commission – the draft submission seems to be good and the environmental planner for the town seems pleased with them. The final decision will be made at their meeting on August 11, 2016. Scott, and staff will attend the meeting to answer any questions they may have.

Planning and Zoning Commission – A package was submitted and Scott has met with the staff. There are some concerns that will need to be addressed by Fletcher-Thompson, but Scott will send those concerns to Mark Hopper so he can address them. The meeting with the commission is on August 22, 2016. Scott will be out of town, but plans to send a representative from his office to the meeting, as well as Mark Hopper and town staff members will be there to answer any and all concerns to the best of their ability. There are some minor changes to the plan that was handed in, however, they won't affect the project and the P&Z commission won't be looking at those issues. They will need to be corrected prior to the building permits. The goal is to get this portion complete and move onto the funding of this project.

Robert Brule asked the town staff for final thoughts on the project. Discussion ensued regarding the rehabilitation of the existing building verses other alternatives for the building and site. This committee wants to be sure to give the town an investment that will last.

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 7:10 P.M.

Respectfully Submitted,

Sandy Kenniston
Recording Secretary