

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

Date: Monday September 12, 2016

Time: 6:00 P.M.

Place: Town Hall - 15 Rope Ferry Road

Present: Ken Kirkman; Cheryl Larder; Glenn Patterson; Ray Valentini

Staff: Rob Avena, Town Attorney; Kristin Zawacki, Director DPW
Abby Piersall, Town Planning Director

Absent: Bruce Kruszewski, Robert Brule, Ed Carboni

The meeting was called to order by Co-Chairman Ken Kirkman at 6:02 PM

Public Comment - None

Update from Town Attorney on status of updated plans for the project

Mr. Avena contacted DTC and found they were at 95% complete since June. DTC sent over a zip file which Mr. Avena put on a stick with all the plans and specs. DTC were waiting for comments from us to fully complete the plans to 100%. There was discussion about printing the plans from the stick. Mrs. Zawacki feels they owe us a paper set of plans and specs for our review. The files on the stick are very large and printing is a huge expense.

Mr. Avena said he would contact DTC and request a printed set be sent to the Public Works office. Once we get the specs and plans, DTC said to make comments and send them back for the company to make adjustments and then they will consider it complete.

One issue is that DTC has not received payment from Fletcher Thompson for the work already invoiced to the town. Mr. Avena confirmed with the finance office that in fact the check had been cut and cashed by Fletcher Thompson.

Mr. Avena shared an email sent from Mark Hopper who is leaving the company, but they have asked him to finish with our project. He would like us to change the meeting dates as he now is teaching on the evenings of our scheduled meetings. Mr. Kirkman stated that the agreement is between the Town of Waterford and Fletcher Thompson and someone from their company should be making sure they keep their obligation.

The committee discussed options to move forward, hoping to stay on the timeline previously set up.

Mr. Avena asked Kristin Zawacki to discuss with Mark Hopper after the Planning & Zoning meeting to confirm he would be able to get a full set of plans to us by this Friday so we could review them for next Tuesday's special meeting. She will report back to Mr. Avena after talking with him.

Adjournment

Motion made by Cheryl Larder, seconded by Ray Valentini
To adjourn the meeting

Vote – Unanimous

Motion Carried

Meeting adjourned at 6:29 P.M.

Respectfully Submitted,

Sandy Kenniston
Recording Secretary