

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

Date: Tuesday September 20, 2016

Time: 5:00 P.M.

Place: Municipal Complex - 1000 Hartford Turnpike

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

Staff: Kristin Zawacki, Director DPW; Neftali Soto, Chief Engineer WUC  
Rob Avena, Town Council (5:25 P.M.)

Also Present: Tom Dembek, RTM Moderator

Absent: Ken Kirkman, Robert Brule

The meeting was called to order by Chairman Kruszewski at 5:02 PM

Public Comment - None

**Correspondence**

Review of all submitted plans & specs through email correspondence from  
Fletcher-Thompson and DTC

Discussion began with items that were sent via email to Town Staff and placed in a Drop Box. The Drop Box contains Volume 1 & Volume 2 of the specifications. It contains the bid set of plans for the project, the cost estimate, the procurement Requirements, draft presentation for BOS – BOF, as well as 24 X 36 Presentation Boards.

Packets were also discussed with all of the emails received from Anchor Engineering as well as DTC plans & specs.

The committee feels at this point, that we have all the parts of the project to move forward. The committee has requested we get one full set of plans and specification books printed to have for the next meeting. The committee still feels strongly to get a third party review of the plans as presented prior to getting full funding. Moving forward the request at this point would be for funding only for the third party review.

## **Preparation for a special meeting of BOS & BOF for September 27, 2016**

The Boards will need material for their review before next week. The committee discussed what should be in the packet. It was decided on sending the overview of the project as written by Scott Atkin at Anchor Engineering in his P&Z presentation. The committee felt this touched on enough back up for the new members. They would also like to include the approvals received for 8-24, Conservation Commission and Planning & Zoning Commission. The estimate supplied by the architect as well as the project overview supplied by Fletcher-Thompson. The committee asked if the page in the project overview that has an overhead view of the floor plan be enlarged and put on a board for the presentation to go with the other boards already supplied by Fletcher-Thompson.

A cover letter will be prepared and sent addressed to the First Selectman and the Chairman of the Board of Finance. This letter will include the bullet points of the materials supplied to them for reference. The committee feels we should be able to handle the presentation next week, but perhaps, if needed, ask the architect to attend the October 3, 2016 meeting of the RTM. That will be determined after next week's meeting.

**Motion** was made by Cheryl Larder, seconded by Glenn Patterson  
To request a Special Meeting of the Board of Selectman and Board of Finance to give an update of the project and ask for an appropriation of \$20,000.00 to get a third party review of the submitted plans.

**Vote – Unanimous**

**Motion Passed**

Mr. Avena will get the special meeting for next week posted as necessary. It is planned for September 27, 2016 at the Town Hall at 5:30 PM.

## **Approval of Minutes**

**Motion** made by Cheryl Larder, seconded by Ray Valentini  
To approve the minutes of 9-6-16 as presented

**Vote – 4 yes**

Abstain – Kruszewski

**Motion Passed**

**Motion** made by Glenn Patterson, seconded by Ed Carboni  
To approve the minutes of 9-12-16 as presented

**Vote – 4 yes**

Abstain – Kruszewski

**Motion Passed**

**Adjournment**

**Motion** made by Glenn Patterson, seconded by Ray Valentini  
To adjourn the meeting

**Vote** – Unanimous

**Motion Carried**

Meeting adjourned at 6:16 P.M.

Respectfully Submitted,

Sandy Kenniston  
Recording Secretary