

## SPECIAL MEETING MINUTES

### SENIOR AND DISABLED CENTER ROOF REPLACEMENT PROJECT BUILDING COMMITTEE

December 9, 2013

Town Hall Conference Room L100

- I. Call to Order – The meeting was called to order at 5:00 PM by Chairperson Castelle.
- II. Roll Call - Members present: Clarke Castelle, Chairperson; Myra Cohen, Dave Nagel, Bill DeMaio and Karen Brecher. Others present: Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Approval of Prior Meeting Minutes – Mrs. Cohen made a motion that the minutes of the September 12, 2013 meeting be approved as presented. A second to the motion was made by Mr. DeMaio. The motion passed unanimously.
- V. Project Status – The job meeting minutes have been distributed to the Committee members to allow them to track the progress of the work. The building roof work is complete except for the installation of ladders and any punch list items. The canopy installation has been progressing nicely. A problem with the concrete under the floor at the entrance was detected and this needs to be replaced. This concrete is above a pipe tunnel that contained asbestos. The asbestos was abated over the weekend at a cost of \$13,800. The abatement contractor, American Environmental, was hired and will be paid directly by the Town, so there will not be any change order going through the general contractor, which would have entailed an additional markup for overhead and profit. The old concrete slab will be removed later this week, as will the door, which is being removed and then re-installed. The canopy subcontractor, A. Secondino and Son, will be completing the Exterior Finish Insulation System this week, which will be followed by the canopy roof and parapet cap. The general contractor, ADM Engineering, will install the ladders on the roof of the building when the canopy roof is installed. The concrete foundation for the canopy has been poured. The project is anticipated to be substantially complete and ready for a punch list inspection by the end of the week of December 16<sup>th</sup>.
- VI. Consider and take action on Change Orders – Two change order requests were presented to the Committee for review, along with a financial status summary. The available balance is currently \$32,392.96. There is also \$4,800 in unused allowances for roof decking and wood blocking. Once the encumbrance for the contractor is lessened by \$4,800, the available balance will be \$37,192.96.

Change Order No. 1 is for paver installation adjacent to the sidewalk that is next to the parking area, and is necessary to correct a cross pitch on the walk that is currently in excess of the 2% requirement. The amount of the Change Order Request is \$6,594.50. Change Order No. 2 is for the steel beam and concrete slab at the entrance. The \$29,700 Change Order Request does not include the amount for asbestos abatement. The matter of who could vote on these change orders was discussed. Councilors Castelle and Cohen had been on the Committee prior to the November election, when their terms on the Committee were due to expire. Neither slot on the Committee was formally filled by the Town Council. There is a Town Attorney's opinion in effect which says that members of a Committee remain as Committee members until they are replaced. Councilor Nagel was formally re-appointed by the Town Council. There are sufficient numbers of Committee members present who have either been re-appointed by the Town Council or whose terms did not expire to constitute a quorum and to take action. Mr. DeMaio made a motion that the Committee approve acceptance of credits for the unused allowance of \$4,800, approve Change Order Request No. 1 to provide a fully accessible walk, as presented, for \$6,594.50, and approve Change Order Request No. 2, for the beam and concrete work at the entrance, as presented, for \$29,700. Second to the motion was made by Mrs. Brecher. Discussion: this will reduce the available funds to less than a thousand dollars. These remaining funds may be needed if open purchase orders for testing are exceeded. The motion passed unanimously by a vote of 5 YES to 0 NO.

- VII. Any Other Business Pertinent to the Committee –The excellent cooperation between and including Richard Kirby of Kaestle Boos Associates, the Contractor, A.D.M Engineering Company, the subcontractor, A Secondino and Son, Director of Facilities Management Bob Korpak, and the Senior and Disabled Center staff, primarily Dianne Stone and Denise Haas, was noted. This cooperation allowed the project to be completed at or ahead of schedule and largely in advance of severe weather. Anecdotal comments from constituents of the Senior and Disabled Center to Committee members regarding the project and the canopy have been mostly favorable.
- VIII. Public Participation – None.
- IX. Response to Public Participation – None.
- X. Adjournment – The meeting adjourned at 5:40 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services