

SPECIAL MEETING MINUTES

SENIOR AND DISABLED CENTER ROOF REPLACEMENT PROJECT BUILDING COMMITTEE

April 17, 2013

Town Hall Conference Room L100

- I. Call to Order – The meeting was called to order at 7:00 PM.
- II. Roll Call - Members present: Clarke Castelle, Myra Cohen, Dave Nagel and Karen Brecher. Others present: Bob Korpak, Director of Facilities Management; Dianne Stone, Director of Senior and Disabled Center Services; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Charge of the Committee – Mr. Baron read Town Council Resolution 2013-37, establishing the Committee and charging it to “work with the Town Manager (and/or his/her designee) and any other appropriate Town staff in the oversight of the Senior and Disabled Center roof project and related activity. Such improvements shall comply with the appropriate sections of the Fire Code, Health Code, Building Code and OSHA regulations, regulations of the Americans with Disabilities Act, and any other health and/or safety code regulations currently in force.” The Town Council adopted a budget and approved the Capital Improvement Plan for 2013-14 at the same meeting, which included funding of \$755,500 for the roof replacement and the east wing canopy. The Senior and Disabled Center has also received \$15,000 in donations for the canopy.
- V. Election of Officers – Mrs. Cohen made a motion to elect Clarke Castelle as Chairman of the Committee. A second to the motion was made by Mr. Nagel. The motion passed unanimously by a vote of 4 YES to 0 NO. Mr. Castelle chaired the meeting from that point forward.
- VI. Building Committee Ordinance – Mr. Baron distributed the section of the Newington Code of Ordinances pertaining to Project Building Committees. It was requested that all future distributions to the Committee be provided electronically in advance of the meeting. The Committee’s activity will be starting with §8-45, Building project procedure, item C, Selection of architectural or engineering firm. Mr. Baron distributed a draft Request for Qualifications/Proposals document for Committee members to review. Committee members were invited to contact him with any changes that they wished to see. The number of square feet in the roof area to be replaced and

any other pertinent information on the anticipated scope of work to be addressed will be provided by Mr. Korpak prior to the release of the RFP. The Committee can ask the architect, once one has been selected, to include an Alternate Bid item on the Bid Form for the canopy if it wishes to identify the cost for its' construction. The RFP will be amended to require an electronic version, either on a diskette or a flash drive, of all submissions. The Committee and the Senior and Disabled Center staff wish to be consulted by the architect regarding the hand rails and other canopy features. No expenditures can take place prior to July 1st, when the budget takes effect. Construction is anticipated between mid-August and Thanksgiving. Once qualification statements are received, they will be distributed to the Committee members. The Committee will then meet to determine which firms to interview.

- VII. Any Other Business Pertinent to the Committee – Future Committee meetings can be held shortly after the conclusion of normal business hours if they are scheduled on Mondays and Tuesdays. If meetings are held on Wednesdays or Thursdays, they need to be scheduled in the evening.
- VIII. Public Participation – None.
- IX. Response to Public Participation – None.
- X. Adjournment – the meeting adjourned at 7:28 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services