

TOWN OF NEWINGTON

TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE

SPECIAL MEETING MINUTES

April 4, 2011

TOWN HALL CONFERENCE ROOM ONE

- I. Call to Order –the meeting was called to order at 4:03 PM.
- II. Roll Call – Members present: Chris Banach, Chairperson; Myra Cohen, and Steve Woods. Others present: William Collins, Superintendent of Schools; Lou Jachimowicz, Business Administrator; Robert Korpak, Director of Facilities Management; and 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 Committee meeting of March 1, 2011 be approved as presented. Second by Mr. Woods. The motion was approved unanimously.
- V. Review and Take Action on Bids for Relocation of Offices and Transition Academy – Bids were opened on April 1st and six bids were received. Haynes Construction of Seymour had the lowest amount for the Base Bid only, but their excessive numbers for the two Alternate Bid items cast suspicion on their bid. Enfield Builders had the lowest bid for the Base Bid and the Alternates, at \$1,306,100 combined. The Alternates are for the office area and conference room renovations in the east wing and the canopy over the lower level entrance that will be created by the project. These would accommodate the addition of the sprinkler system into the east wing, would provide updated HVAC equipment for the entire area, and would restore Conference Room 3, the General Government’s only mid-sized conference room in the building. The Base Bid would provide for the Transition Academy and finish the renovation of the lower level office space for those offices that had formerly been housed in the east wing. Enfield Builders successfully completed the earlier renovations to the initial section of the lower level that were completed in 2009. Staff felt their bid was within reason.

Mr. Baron distributed a revised budget that reflected the bid numbers received from Enfield Builders, including both Alternates, and a

contingency of \$25,000. Additional funding would be needed to complete the project. The Board of Education provided an additional \$170,000 from the annual amount that is put in the Public School Capital Improvement Plan Reserve. An additional transfer of \$138,453 by the Town Council would also be required.

Mrs. Cohen made a motion that the Town Hall Renovations Project Building Committee accept the bid for the Transition Academy and Town Hall Lower Level office renovations submitted by Enfield Builders, for the Base Bid, Alternate 1, and Alternate 2 combined, totaling \$1,306,100; that the Committee accept the Project Budget dated April 4, 2011; that the Committee recommend them to the Newington Town Council for its approval; and that the Committee request that the Town Council authorize an additional appropriation of \$138,453. Second by Mr. Woods. Approved unanimously by a vote of 3 YES to 0 NO.

- VI. Any Other Business Pertinent to the Committee – The Committee agreed by consensus that the Chairperson would have the authority to authorize approval of change orders for amounts less than \$10,000 in advance of formal Committee action. It also agreed by consensus to continue to meet on an “as needed” basis as determined by the progress of the project
- VII. Public Participation – None.
- VIII. Committee response to public participation – None.
- IX. Adjournment – the meeting adjourned at 4:20 PM.

Respectfully submitted,

Jeff Baron

Director of Administrative Services