

TOWN OF NEWINGTON

TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE

MINUTES

July 2, 2009

TOWN HALL CONFERENCE ROOM 1

- I. Call to Order – Chairperson Bottalico called the meeting to order at 3:14 pm.
- II. Roll Call – Members present: Jay Bottalico, Tom Bowen, Mike Lenares, and Steve Woods (left at 3:50). Others present: John Salomone, Town Manager; Ann Harter, Director of Finance; Robert Korpak, Director of Facilities Management; Lou Jachimowicz, Business Administrator; and Jeff Baron, Director of Administrative Services.
- III. Public Participation - None
- IV. Referendum Schedule – Two handouts were presented by Mrs. Harter. Both worked backwards from a November 3<sup>rd</sup> election date. Option A has the Town Council discussing on July 28<sup>th</sup>. Option B would have the Town Council waiving the rules to discuss and act on holding a public hearing and authorizing a referendum brochure on August 11<sup>th</sup>. The schedule is tight but it can be done. It costs approximately \$15,000 for the printing and distribution of a referendum brochure. A stand alone referendum, not held on election day, would cost an additional approximately \$28,000.
- V. Project Financing Presentation – Two handouts were presented by Mrs. Harter. One was on the projected debt capacity. A second handout showed projected Capital Improvement pay-as-you-go amounts and projected debt service payments, in order to show how the project would affect the Town's policy not to exceed \$6,300,000 per year. The handouts anticipate one \$10 million bond issue. The Town does not want to exceed a bonded debt capacity of \$30,000,000. The Projected Debt Capacity shows that this level would be reached in 2012-13, but would not be exceeded. If the pay-as-you-go projects were reduced by \$500,000, bonding would be neutral, in that the bond issue would not lead to an increase the Town's mill rate (assuming that all variables, such as the \$10 million amount to be borrowed, 20 year length of term, etc. are as projected). This is a good time to go to bid in that there is a competitive construction market, prices are low, and interest rates are low. The most cost beneficial method is to have one contractor working straight

through, without numerous bids or de-mobilization and the re-mobilization costs.

- VI. Pre-Construction Document Financing and Costs – The \$10 million figure needs to be verified by a professional estimator. Kaestle Boos Associates provided a proposal to revise their previously prepared floor plans, provide an accurate construction phase budget estimate, and assist in anticipated referendum brochure informational support. The requested fee is \$17,500. Mr. Bowen made a motion that the Town Manager authorize the project architect, Kaestle Boos Associates of New Britain, to prepare documents related to a project referendum for \$17,500, as per their fee proposal of June 30, 2009. Second by Mr. Lenares. The motion passed unanimously by a vote of 3 YES to 0 NO.
- VII. Any Other Business Pertinent to the Committee – The next meeting will be held at 3:00 pm on July 16th to review estimates for the project.
- VIII. Public Participation – None.
- IX. Response to Public Participation – None.
- X. Adjournment – The meeting adjourned at 4:12 pm.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services