TOWN OF NEWINGTON

TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE

SPECIAL MEETING MINUTES

March 1, 2011

TOWN HALL CONFERENCE ROOM ONE

I. Call to Order –the meeting was called to order at 4:05 PM.

II. Roll Call – Members present: Chris Banach, Myra Cohen, and Steve Woods. Others present: David King, Kaestle Boos Associates; John Salomone, Town Manager (arrived at 4:20); 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 January 27, 2011 be approved as presented. Second by Mr. Woods. The motion was approved unanimously.

V. Review and Take Action on Plans for Relocation of Offices and Transition Academy – Floor plan drawings, showing the proposed building layout for the Upper Level/East Wing of the Town Hall and the Lower Level/West Wing of the Town Hall, were distributed and presented by Mr. King.

Except for the corridor the entire East Wing will be renovated. This will provide classroom space for the Transition Academy, with amenities such as a washer and dryer, kitchen area, movable tables, a smart board, and a media screen. The East Wing renovation will also include new heating/ventilating/air conditioning (HVAC) equipment, a new sprinkler system, new lavatories, and a new lift to provide accessibility for the physically challenged. The Teen Center, which is below the area being renovated, will also receive sprinklers.

The Lower Level renovations are to accommodate the office relocation from the East Wing of the Town Planner/Zoning Enforcement Office, the Engineering Department, and the Building Department. There will be a separate entryway and corridor for these offices, records storage, and a transition counter to the clerical area with an overhead coiling shutter. The renovations in this area will include a horizontal fire

separation, sprinklers, a two hour fire rating for the records storage area, and a new HVAC system. Parking in the Town Hall Lower Level lot will need to be reconfigured.

The work designed is within the project's budget parameters of $540,000 for the Lower Level and $478,000 for the East Wing. The anticipated schedule is for bids to be opened on April 1. There should be separate amounts on the Bid Form for East Wing renovations, the Lower Level renovations and hazardous materials abatement.

Mr. Woods made a motion that the Town Hall Renovations Project Building Committee accept the final plans, specifications and project budget for the Transition Academy and Lower Level office relocation, as presented, refer them to the Newington Board of Education, and submit them to the Newington Town Council for its approval and for authorization to proceed to bid. Second by Mrs. Cohen. Approved unanimously by a vote of 3 YES to 0 NO.

VI. Any Other Business Pertinent to the Committee – Mrs. Cohen requested that the entrance doors to the Lower Level corridor that are near the Lower Level Conference Room be modified to include an automatic opening device. Mr. Woods thanked Kaestle Boos Associates, Mr. Salomone, Dr. Collins, Mr. Jachimowicz and Mr. Korpak for working together to enable the Transition Academy to move forward.

VII. Public Participation – None.

VIII. Committee response to public participation – None.

IX. Adjournment – the meeting adjourned at 4:36 PM.

Respectfully submitted,

Jeff Baron

Director of Administrative Services