

TOWN OF NEWINGTON

TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE

SPECIAL MEETING MINUTES

August 11, 2011

TOWN HALL CONFERENCE ROOM TWO

- I. Call to Order –the meeting was called to order at 7:03 PM by Acting Chairperson Cohen.
- II. Roll Call – Members present: Myra Cohen, Acting Chairperson; Jay Bottalico, Dave Nagel and Dan Carson. Others present: Robert Korpak, Director of Facilities Management; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Approval of Prior Meeting Minutes – Mr. Carson made a motion to table the approval of the prior meeting minutes. Second by Mr. Bottalico. The motion was approved unanimously.
- V. Project Status – The construction work on this phase of the project is substantially complete. The contractor is working on punch list items. A temporary Certificate of Occupancy is expected for the Transition Academy next week. The Transition Academy will be ready soon, and the project is on track. The project Contractor, Enfield Builders, did a fine job, completing this project on time within a very tight deadline.

Mr. Korpak distributed a financial overview of this phase of the project. It showed credits for unused allowances for asbestos removal, moisture mitigation, and the sprinkler system water line tap in, that totaled \$31,854. There are three change orders for items that were adjusted or corrected during construction: Change Order No. 1, \$18,769.27; Change Order No. 2, \$7, 862.72; and Change Order No. 3, \$6,112.39. These total \$32,744.38. \$12,625.82 of these change order items are being paid directly out of the Board of Education budget and are not being charged to the project funds under the control of the Committee. There is a Change Order No. 4 that is still being drafted, for entrance doors and exterior signage at a total of \$23,049.55. This Change Order will necessitate charging \$11,314.11 against the project contingency line item, which will reduce the remaining project contingency to \$13,685.89.

- VI. Discuss and Take Action on Change Order Requests - Mr. Bottalico made a motion that the Town Hall Renovations Project Building Committee approve Change Orders 1 through 4, for the amounts presented. Second by Mr. Carson. Approved unanimously by a vote of 4 YES to 0 NO.
- VII. Tour the Renovated Lower Office Levels and Transition Academy – the Committee toured these areas after the conclusion of the meeting.
- VIII. Any Other Business Pertinent to the Committee – The Committee, by consensus, expressed their desire to have an architect put together some numbers for the next anticipated phase of work, using the remaining project funds if they were needed to do so.
- IX. Public Participation – None.
- X. Committee response to public participation – None.
- XI. Adjournment – the meeting adjourned at 7:18 PM.

Respectfully submitted,

Jeff Baron

Director of Administrative Services