

TOWN OF NEWINGTON

WEST MEADOW CEMETERY EXPANSION PROJECT BUILDING COMMITTEE

MINUTES

January 5, 2009

TOWN HALL CONFERENCE ROOM 1

- I. Call to Order – Chairperson Cohen called the meeting to order at 5:47 pm
- II. Roll Call – Members present: Myra Cohen, Kris Nasinnyk, Don Woods, Diana Kurz, and Norm LeBrun. Others present: Aris Stalis, BSC Group; Dennis Bonitsky, Supervisor of Parks, Grounds and Cemeteries; and Jeff Baron, Dir. of Administrative Services.
- III. Public Participation - None
- IV. Project Update – Mr. Stalis informed the Committee that the project plans and specifications, except for the forms and bid boilerplate specifications, are complete. They now include an alternate bid item for walks and separate alternate bid items for two low stone walls. Coloring of the concrete walk has been removed. Mr. Stalis specified Unilock pavers that will be a red brick color. Mr. Stalis also presented an updated construction cost estimate. When further updated to include inadvertent omissions, the Base Bid total is \$455,000. This amount includes construction contingency, general conditions, and \$ 50,000 for granite pillars. Mr. Stalis notified the Committee that a decision is needed regarding the inscription on the veteran’s monument.
- V. Discuss and take action on final plans, specifications and project budget – Mr. Baron presented a project budget. This budget needs to be modified in light of the construction estimate changes presented earlier by Mr. Stalis. This budget included \$ 5,000 for construction oversight and also included \$ 9,600 in additional fees for BSC Group as the result of the services required for a project substantially larger than the \$400,000 project originally contracted for. The request for this amount was presented at the very end of the previous meeting. Mr. Stalis was instructed that, for any future additional fee requests, the Town is to be notified in advance that additional fees will be sought, and the amount of those fees, before the additional services are performed. This is in accordance with the contract between BSC and

the Town. The committee further directed Mr. Stalis to make the granite pillars, identified as “Feature Allowance” in the construction cost estimate, an add alternate bid item and to include the two low stone accent walls, plus the concrete walks that BSC had presented as Alternate Three, in the base bid. The bid documents are to reflect three add alternates: 1.) the Committal Area with niches and walks in the Veteran’s area, 2.) additional niches and walks on the opposite (west) side of the addition, and 3.) the Veteran’s pillars. Mr. Baron and Mr. Stalis were directed to update their respective figures to reflect these changes, and to present them at a special meeting of the Committee for approval.

- VI. Any Other Business Pertinent to the Committee – Mr. Woods made a motion that the minutes of the December 1, 2008 meeting be accepted as presented. Second by Ms. Nasinnyk. The motion was approved unanimously. It was agreed by consensus that a Special Meeting would be held on January 12th at 4:00 pm.
- VII. Public Participation – None.
- VIII. Adjournment – the meeting adjourned at 6:50 pm.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services