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TOWN OF NEWINGTON  
TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE  
Town Clerk

SPECIAL MEETING MINUTES

April 10, 2019

Town Hall Lower Level, Conference Room L101

- I. Call to Order – Mr. Harpie called the meeting to order at 5:01 PM.
- II. Roll Call – Members present: Joe Harpie, Chairperson; Jim Marocchini, Anthony Claffey, Rod Mortensen, Ed Murtha, and Don Woods. Others present: Roy Zartarian, Mayor; Frank Tomcak, Downes Construction Company; Kyle Baron, Quisenberry Arcari + Malik Architecture; Mark Schweitzer, Colliers International; Tanya Lane, Town Manager; and Jeff Baron, Director of Administrative Services.
- III. Approval of Prior Meeting Minutes –Mr. Marocchini made a motion that the minutes of the March 20, 2019 meeting be approved as written. A second to the motion was made by Mr. Murtha. The motion passed by a vote of 6 YES to 0 NO.
- IV. Public Participation – None.
- V. Change Order Procedure – Jeff Baron opened the discussion by reminding the Committee that it had requested a staff recommendation at the previous meeting. In the absence of the Director of Facilities Management, the person who knew the most about this project was the Town Manager. The Committee would still see and vote on change orders, including those had been given verbal permission to proceed. The cost would still need to be justified to the Committee’s satisfaction. This project is larger than other, previous projects which may have had a lower threshold for verbal approvals. Normally many change order requests will be identified as being time sensitive. It was recommended that the Town Manager be given authorization to make verbal approvals of change order requests up to a \$20,000 threshold. Mr. Marocchini felt that \$20,000 was an acceptable level. He asked if Colliers would be double checking these requests. Mr. Baron stated that the Town Manager expected to use Colliers, Downes Construction, Quisenberry, Arcari + Malik, and any other resources available to her, as appropriate. Mr. Claffey asked about items missed in the bid or scope review or that subcontractors may have been uncertain about. Mr. Baron responded that subcontractors had an opportunity to raise those questions before the Guaranteed Maximum Price (GMP) amendment was signed. Mr. Tomcak added that changes could emanate from design changes, end user requests, or errors and omissions. Other change orders could come out of the Construction Manager’s contingency. Mr. Woods asked if there would be regular job meetings, with minutes. He was told that there would be. They could be used to track change order requests that were discussed. Mr. Tomcak stated that he could review change order

requests weekly. Mr. Harpie asked if plans or specifications took precedence, one over the other. Mr. Tomcak replied that it would be whichever one was more stringent. Specifications were usually more stringent and, if so, they would govern. Mr. Harpie stated that cost is a big factor, and that the Committee was also concerned about the timing element, the change in scope, and changes in quality. Jeff Baron responded that the Change Orders that would be reviewed with the Committee would identify the cost, effect on the project completion date, if any, and state the scope of work that the change order encompassed. What would not be included would be the changes in quality, which Committee members would have to inquire about if it was not clear to them. Mr. Claffey asked if all was good with the project amount. He was assured that it was. Mr. Woods made a motion that the Committee authorize the Town Manager to sign off on any change order requests up to \$20,000. A second to the motion was provided by Mr. Marocchini. There was no further discussion. The motion passed by a vote of 6 YES to 0 NO.

- VI. Construction Manager Report – presented by Mr. Tomcak. The GMP amount is unchanged. Under work completed, the temporary wall infills were installed in the existing Town Hall to seal off the former Transition Academy wing. The abatement subcontractor had mobilized for this wing also, with containment barriers set up and abatement started. The office trailer had been delivered the previous day and was set up in the former police impound lot. Utilities in the former Transition Academy wing had been cut and capped and were in the process of being made safe. The Department of Energy and Environmental Protection permit was received on March 29<sup>th</sup>. Mr. Tomcak presented the work in progress. A temporary fence is being set up, with poles installed along Cedar Street. Abatement of the steam pipe tunnels under the former Transition Academy wing was being set up. Tree removal work had started. The submittal approval process had begun with early approvals received for the two vaults. Mr. Tomcak discussed the work that would be starting in the next few weeks. This included erosion control, running a new fiber line between the police department and the library, installation of temporary walkway along a part of Garfield Street to replace the sidewalk, demolition of the roof of the former Transition Academy wing (scheduled to start on April 22<sup>nd</sup>), and removal of the impacted soil and foundation around the location of the old junior high school. Mr. Tomcak concluded by discussing other critical items, namely that the final phase of value engineering was underway, which is looking to hit the \$1.1 million target included in the GMP. There were no change order requests as of yet, and a pay application request had been submitted by Downes Construction earlier in the day.

Mr. Claffey stated that it was great to see progress on the project. He raised questions about parking and signage. Mr. Tomcak stated that there would be signage on the fence. Signage was under discussion. The Town Manager stated that parking will continue to be evaluated. It is a work in progress and she will continue to monitor it. The Mayor stated that he had observed cars coming in whose drivers did not know where to go. The Town Manager added that the Town was taking a video. This would provide some documentation and direction. The Mayor asked about the fiber line that was going

to the library, and was told by Mr. Tomcak that it was a permanent run. Mr. Harpie asked about flagpersons. Mr. Tomcak responded that they would be used for large deliveries only. Mr. Harpie the stated that there was confusion, they may need a police officer. Mr. Mortensen stated that the more the Town gets information out, the better. This could include a press release to the Town Crier, etc. It could say that the library is still accessible, which entrances are open, etc. The more confusion you can eliminate, the better. Mr. Claffey asked about evacuation routes inside the building. Ms. Lane responded that it was an excellent point and that she would revisit that. Mr. Kyle Baron stated that they had been reviewed by the Fire Department. Mr. Claffey concluded that even a memo to Town Hall staff members would be helpful. He asked if there were any pending revisions. Mr. Tomcak replied that there were none.

- VII. Any Other Business Pertinent to the Committee – Mr. Mortensen asked for an update from Colliers at future meetings. The Town Manager responded that they were part of the project team and that the Building Committee could ask them questions. Mr. Schweitzer stated that any monthly report would mirror the information that Downes Construction has given, only it would be from the Colliers perspective. The financial aspect would include soft costs and the Owner’s contingency. It would also include invoices paid, the schedule, plus quality and field reports. Colliers is still putting information received from the Town into their system. Mr. Harpie noted that the Town will be spending about \$24 million in about 15 months. He will anticipate having some change orders. He asked Mr. Tomcak when Downes Construction would develop a formula for when the unused Construction Manager’s contingency would flow back to the project. Mr Tomcak replied that this would happen at the end. On other projects, they have waited until the project is substantially complete before contingency money is given back. He wants to get out of the ground and get past the former junior high school foundation. He believes that is the biggest hurdle. You could then re-evaluate the contingency in 5-6 months. Mr. Claffey asked about parking lot revisions and unknown costs. Mr. Tomcak replied that all decisions have been made and vetted. The Town should know most of the things that are there. Mr. Harpie added that mitigation plans had been discussed at the planning meetings he had attended. Kyle Baron stated that he was confident in the building documentation. Ms. Lane stated that the hesitation is in the soil; until you dig in the ground you don’t actually know everything. Mr. Harpie asked about the high risk areas. Mr. Tomcak replied that besides the junior high school foundation, there was also the basement and the level of coordination that was needed (and the room to fit everything). Downes Construction has asked the design team for the models in order to start the coordination process. The project engineer, DTC, and Quisenberry, Arcari + Malik are providing them.

The Committee agreed to hold their next meeting on May 1<sup>st</sup> at 5:00 PM and to meet again on May 29<sup>th</sup>. Mr. Claffey asked about the timeframe for decision on any parking lot unknown materials. He was told it would be late May. Jeff Baron was directed to reserve the meeting room for the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month thereafter, through the end of the calendar year. Mr. Harpie stated a need to discuss

regular meeting dates in the fall. The Committee needs to stay flexible in its scheduling. He felt the project is moving ahead very well.

VIII. Public Participation – Rose Lyons, 46 Elton Drive, spoke about communication. Dana Havens, 113 Stoddard Avenue, spoke about signage and preserving artifacts that were a part of the current Town Hall.

IX. Comments by Committee Members – Mr. Harpie stated that the project can do a better job with signage and we will address it. It is an obvious thing that has to be done. He also suggested having a newsletter and a meeting with Chief Clark to discuss traffic flow from a public safety standpoint. Mr. Mortensen spoke about meetings. Project Building Committees are a totally different animal from other boards and commissions. It is not like the Town Council or the Town Plan and Zoning Commission. A Building Committee is a very fluid thing. There are times it has nothing and times it has a lot. There is nothing that is trying to be hidden. He encourages the public to call Committee members, to call staff members, and to come to meetings. Some people are skeptical of government. He hopes that when the Committee is finished the people in town will say that it is best thing they ever did. You can plan regular meetings but meeting dates are not set in stone. Mayor Zartarian noted that there is a link on the Town website by which you can subscribe to get notices of meetings by e-mail. It is another way for the public to keep themselves informed. Town Manager Lane stated that she had met with both Police Chief Clark and the Fire Chief. Chief Clark had some reservations about parking on Garfield Street. That will be monitored. She spoke about the removal of the totem pole from the front lobby of Town Hall. It was a 22 foot high carving, weighing 1,500 pounds. Two members of the family of the man who carved it were contacted. She described the process that led up to Town Councilor Minor stepping forward with a rigger and the appropriate equipment to relocate it, and the involvement of the Masons (who accepted it and also provided a grant). The family was kept informed and involved, and was invited to observe the relocation. The Town Manager does value history and historical objects. The totem pole will need to be re-painted and restored. It is too big for the new Town Hall. She will not be able to produce a newsletter, but a photo documentation system is being purchased that will allow the public to view the activity on the work site. It will be on the Facebook page and the Town website. Mr. Harpie stated that a monument removal company had been contracted with to move the Veteran's monument. Town Manager Lane stated that it was being moved to the front of the police department, after meeting with the veterans who were responsible for planning the Memorial Day parade. The Town is also moving the time capsule and the war veteran's pictures that were in the front lobby, as well as the former mayor's portraits.

X. Adjournment – the meeting adjourned at 6:11 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron,  
Director of Administrative Services