

TOWN OF NEWINGTON

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TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

MAY 27 AM 11:39

SPECIAL MEETING MINUTES

May 20, 2020


Town Clerk

Zoom Event, Originally Scheduled for the Town Hall Lower Level, Room L101

- I. Call to Order – Chairperson Joe Harpie called the meeting to order at 5:10 PM.
- II. Roll Call – Members present (via Zoom): Joe Harpie, Chairperson; Gail Budrejko, Chris Miner, Ed Murtha, Anthony Claffey, Don Woods, and Rod Mortensen (participated starting at 5:14 PM, left the meeting shortly thereafter and rejoined the meeting during Agenda item XI). Others participating: Beth DelBuono, Mayor; Frank Tomcak, Downes Construction Company; Chris O’Neill, Quisenberry Arcari + Malik Architecture; Mark Schweitzer, Colliers International; Paul Boutot, Chief Information Officer; James Krupienski, Town Clerk; and Jeff Baron, Director of Administrative Services.
- III. Approval of Prior Meeting Minutes –Mr. Murtha made a motion that the minutes of the April 22, 2020 meeting be approved as written. A second to the motion was made by Mr. Miner. The motion was approved by a vote of 6 YES to 0 NO.
- IV. Public Participation – Barbara Squillacote, 275 Field Street, spoke about problems with Zoom and about the costs of the new building and the amount left to demolish the old building.
- V. Project Update – Presented by Mr. Tomcak. He began by presenting a financial summary of the project. It showed change order requests approved to date totaling \$676,316.96 and, if the Change Order Proposals (COPs) that he is requesting action on this evening are approved, a total anticipated Guaranteed Maximum Price (GMP) of \$28,610,047.64. If the COPs he is requesting action on this evening, along with the other approximate cost COPs, are approved, he shows the Construction Manager’s remaining contingency will be \$368,153.18, and the remaining Owner’s Contingency to be \$214,983.50. The Total Project Budget is \$30,531,841. \$75,000 of the approved COPs is a giveback from the Construction Manager’s Contingency. One change, for the fiber optic network, will be taken out of Capital Improvement Plan (CIP) funds. Mr. Harpie asked if the total project budget included contingency and retainage. Mr. Tomcak replied that it did. Mr. Harpie noted that this was roughly \$1,500,000. It was not an overrun on the building cost. A good portion supports contingency and retainage. It is standard operating procedure on a project of this nature but it has to be budgeted.

Mr. Tomcak then presented his schedule update. These items included work completed, work in progress, work to start, and other critical items/milestones. They are moving quickly now that the project is in the finishes aspect. Work completed as of

Monday (May 18th) included temporary fence relocation to allow for the binder course along Mazzoccoli Way; the cornice around the gymnasium; the window air leakage testing; gymnasium supply and return air ductwork (duct sock and hard ductwork installed); 3rd floor ceiling grid and tile (some flooring finishes are down, the lights are working); finishes on the 3rd floor (millwork, doors, porcelain, painting, ceiling tile, shades, device covers); roller shades on the 2nd and 3rd floors; plumbing fixtures in the Town Hall (including the connector); data room backbone cabling/grounding; and porcelain tile in the main stairwell off the Grand Hall.

Work in progress consists of installation of exterior door frames and doors in the Community Center; Town Hall vestibules; install the roofing system at the Community Center canopy roofs; final painting on the second floor (there are a couple of hallways left); carpet on the 2nd floor; swing doors on the 2nd floor (they are done on the 3rd floor); porcelain tile in the 2nd floor lobby; elevator cab construction (Schindler has been working on the cab); flexible ductwork/diffusers on the 1st floor; the Grand Hall metal panel ceiling system (started installation); hang drywall/taping in the Community Center (this is substantially complete in the Transition Academy and daycare areas); ceiling grid/millwork in the Community Center (most of the transition Academy cabinets are installed); mechanical equipment startup (started and tested); sidewalk and curbing along Mazzoccoli Way (this is now done); and preparation for the Mazzoccoli Way binder course.

Work to start includes toilet partitions/toilet accessories (they will start after Memorial Day); the dry chemical system for the vault (still tracking delivery, the factory is closed); vinyl plank flooring in the 2nd floor corridors (starts the next day); swing doors on the 1st floor of Town Hall (delivered earlier in the day); Community Center flooring (they expect carpeting by the week of June 1st); gymnasium flooring (they are meeting with the subcontractor the following day); tracking delivery of the general trade packages (white boards have been delivered, other items are on order); binder/final paving along Mazzoccoli Way (lined up for May 26th); north side final grading (after Mazzoccoli Way); temporary bituminous walkway on the west side; set light poles, exterior building lights; topsoil/landscaping/turf establishment (a couple of weeks away); and set flag poles by the Town Hall west entry (this is on hold until more work is completed). Mr. Murtha asked if Downes was following the Town specification for process, binder, and the finish course. Mr. Tomcak replied that they had received approval on their material. He would have to research the thickness of each course that was put down.

Under other critical items and milestones, Mr. Tomcak noted that there were potential material and labor shortages due to COVID-19. These were discussed earlier. Downes is continuing to take the precautionary measures he discussed earlier with the Committee. They are still sanitizing twice a week. Mr. Tomcak wants to continue with that process. Another Construction Manager contingency COP is coming.

Mr. Tomcak then presented the eleven COPs he was requesting action on at this meeting. These include #181, Town Council power, for \$3,326.94); COP # 198, interior/exterior signage, (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #202, a credit for unspent Construction Manager's

contingency of (\$75,000.00); COP #206, call for aid stations in single bathrooms (required by code), for \$3,673.89; COP #208, repaint accent walls on the 3rd floor, for \$684.58; COP #209, exterior post for Americans with Disabilities Act push button (in the Community Center opening between daycare and the Transition Academy), for \$1,575.74; COP #211, exterior site light poles along Mazzoccoli Way, for \$32,888.37; COP #213, extend date to 3rd floor open offices (based on new furniture locations), for \$6,421.24; COP #214, add drywall soffit within daycare (to conceal steel), for \$455.78; COP #217, new control joint at community center cast stone (four locations), for \$5,426.50; and COP #218, additional metal panels in the Grand Hall ceiling (this is coming out of the Construction Manager's contingency, with no change to the GMP). The net total of all these COPs is a credit of (\$20,546.96).

Mr. Tomcak then discussed the order of magnitude/pending revisions. These included COP #s 34, 173, 197, 198, 199, 200, 210, 212, 215, 216, 219, 220, 221, 222, and 223. The amounts have not been finalized. #198 was a duplicate and could be dropped from the list. Committee members verified that COPs 206 (Mr. Miner), 209 (Mr. Claffey) and 217 (Mr. Miner) were most likely architect omissions and that Mr. Schwietzer was tracking them. Ms. Budrejko asked about the credit for COP #202. Mr. Schweitzer explained that part of the contract was for the Construction Manager's contingency items. When it becomes apparent that some of these funds won't be used, part of these funds are released back to the Town periodically. Mr. Tomcak added that he will hold the rest of the Construction Manager's contingency until the end of the project, when there will be a reconciliation. Mr. Harpie stated that all of the Construction Manager's contingency should come back to the owner, back into the project, unless it is spent on something else. Mr. Tomcak added that Downes Construction had given back \$225,000 of the Construction Manager's contingency to date. On the Order of Magnitude revisions, Mr. Miner noted that COP #223 could be broken off as a separate line item for reimbursement by the Federal Emergency Management Agency.

There was discussion about COP #154, for the Fiber Optic work. While related to the Town Hall project, the extra work is being paid out of the Town Wide Fiber Optic project account, which is not part of the charge of this Building Committee. Mr. Harpie determined that the Building Committee would not get bogged down in a lengthy discussion on how to pay for this work. The Committee would not be voting on this COP. Mr. Harpie stated that he would be open to any and all suggestions. Regarding payment requisitions, there are roughly \$19 million in place and roughly \$9 million left to complete.

Mr. Tomcak concluded his update by presenting 24 photos. The 1st photo showed the Town Hall with the sidewalk off the main entry and the roof line, namely the support structure for the roof screens. The 2nd photo was of Mazzoccoli Way towards Cedar Street, with the temporary fence. The light pole base has been set. The 3rd photo was of an entry vestibule, which is typical on both sides of the Town Hall. The 4th photo showed the entry on the west side where the flag poles will go. The 5th photo showed the 3rd floor copy/work area. It has paint, ceiling tiles, and light fixtures. The 6th photo shows the 3rd floor kitchen, which is done except for appliances. The 7th photo is of the 3rd floor open

office area. The store front entry system is on the right. The 8th photo is the 2nd floor lobby, showing the entry on the Library side. Porcelain tile has now been laid. The 9th photo is a typical shot of the water fountain stations, with the backsplash. The 10th photo shows a typical bathroom vanity with the sinks installed. The 11th photo is the 2nd floor Building Department area. It has received paint, wood doors, ceiling lights and device covers. The 12th photo shows the 2nd floor hall by the Building Department kitchenette. This area is waiting for the floor to be installed. The 13th photo shows a typical office on the 2nd floor, with carpet down. The 14th photo shows the Information Technology suite on the 2nd floor. The 15th photo shows the staircase off of the Grand Hall. The 16th photo is of the vault, with no lights inside. The 17th photo is of the Grand Hall looking towards the bathrooms with the porcelain tile wainscoting. The 18th photo is of the Town Council chamber on the 1st floor. It is a lay down area for the elevator contractor. The 19th photo is the hallway for the Newington Community Television suite. The 20th photo shows a typical shower set up off the gym. The 21st photo shows the Transition Academy. Below the windows are the base cabinets. The 22nd photo is a hallway shot of the Community Center on the west side. The 23rd photo shows the Community Center in the other corridor on the south side. On the right is the Parks and Recreation kitchen. The 24th photo shows the inside of the gymnasium. The ductwork is complete, the painting is done, the wood flooring will go in next week. This concluded Mr. Tomcak's presentation.

- VI. Presentation on Landscaping and Planting Layout - presented by Mr. O'Neill. He started with the planting layout. This is the contract planting plan for the overall campus. The plant schedule identifies the plants that will be on the site. There have been no real changes to this plan. The original contract plan is still in place. Second, he showed a landscaping layout which also has a plant schedule. The small purple items on this depiction are flowering trees. He also presented pictures of various plants that will be on the site. It is a general overview. There have been no changes since inception. Mr. Harpie asked about changes instituted by a landscape architect early in the planning process, that eliminated the public gathering area in front of the new Town Hall. Mr. O'Neill replied that the gathering area at the south end went away with value engineering and the property line layout. Two of the trees are in the right-of-way for Mazzoccoli Way. A sidewalk was added, the trees shifted a little to the west. Mr. Miner asked about the final configuration at the south end where the gathering space had originally been, if it is now sloped and grass. Mr. O'Neill affirmed. Mr. Miner asked if there could still be seating on the lawn. Mr. O'Neill replied that there could. Mr. Miner then asked about plantings in the lawn area, would it make sense to omit those in the middle to make room for outdoor seating? Mr. O'Neill replied that could happen and you would want to look at the other plantings south of the sidewalk also. He will look at the type and height of these plants for possible removal. Mr. Boutot asked if the landscape architect had looked at the fiber optic pathway for impairment by roots in the future. Mr. O'Neill did not think so, but he will have someone look at it. Mr. Tomcak pointed out that there is no sidewalk being installed on the east side of Mazzoccoli Way. Mr. Harpie stated that the Town would be

looking at that post-construction. He asked Mr. O'Neill to re-calculate the location of the plantings and report back to the Committee before July. He stated he appreciates the update.

- VII. Consider and Take Action on Change Order Requests – Mr. Murtha made a motion that the Committee accept the COPs presented at this meeting for review and approval, the COPs from #181 to #218 (#s 181, 198, 202, 206, 208, 209, 211, 213, 214, 217 and 218) totaling a credit of (\$20,546.96). A second to the motion was made by Mr. Claffey. There was no discussion. The motion passed by a vote of 6 YES to 0 NO.
- VIII. Consider and Take Action on Fund Transfers – Mr. Baron stated that, because the COPs approved this evening totaled a credit balance, no transfers out of the Owner's contingency would be necessary. This credit balance would be applied to the Owner's contingency line item.
- IX. Any Other Business Pertinent to the Committee – The Committee agreed by consensus that the next meeting would be held on June 10th at 5:00 PM. Mr. Murtha asked if it would be the same format. Mr. Baron replied that it would be.
- X. Public Participation – None.
- XI. Comments by Committee Members – Responding to Ms. Squillacote's question, Mr. Harpie stated that he was hopeful that Mr. Tomcak's comments on payment requisitions provided her with the information she was seeking. He appreciates the efforts of staff, Downes Construction, and Quisenberry Arcari + Malik to keep the project goal in mind. He also thanked the Building Committee members and the administration for keeping the project moving forward. Mr. Mortensen commented on the landscaping plan. He would defer to Mr. Woods on this. The plan calls for a number of pin oaks. They are the messiest, dirtiest trees that drop debris after a few years. On the south side, on the Garfield Street line, there are 5-6 trees that will impair the viewing of the Extravaganza across the street. This should be considered. Also, heat gains on the building should be looked at. The building needs shade. You can feel the heat emanating off the brick. He will confer with Mr. Woods after the meeting.
- XII. Adjournment – the meeting adjourned at 6:33 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron,
Director of Administrative Services