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TOWN OF NEWINGTON  
TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

*Adam O. Harpie*  
Town Clerk

SPECIAL MEETING MINUTES

June 19, 2019

Town Hall Lower Level, Conference Room L101

- I. Call to Order – Mr. Harpie called the meeting to order at 5:00 PM.
- II. Roll Call – Members present: Joe Harpie, Chairperson; Jim Marocchini, Beth DelBuono, 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. Mortensen made a motion that the minutes of the May 29, 2019 meeting be approved as written. A second to the motion was made by Mr. Marocchini. The motion passed by a vote of 5 YES to 0 NO.
- IV. Public Participation – None.
- V. Construction Manager’s Report –presented by Mr. Tomcak. He began by presenting a Project Financial Summary. It shows the Change Order for relocating the gas line, for \$3,173.50, which would revise the GMP (Guaranteed Maximum Price) amount. It also shows a \$50,304 value deduct (credit), which would lower the GMP. There is a pending Change Order Proposal that would come out of the Construction Manager’s contingency, for \$6,000 for a new access path to allow the subcontractors to get to the work site safely and more efficiently. This included fabric and stone to create a path to the deep hole in the ground that enabled the subcontractor to pour the concrete for the basement. Mr. Tomcak had been asked by the Committee to provide more photos of the project, and he presented 16 photos as part of his presentation. The first photo showed where the old Transition Academy wing had been removed from the existing Town Hall. It showed workers patching holes that had been left when the wing was removed. This activity should wrap up by the end of the week. The second photo showed the excavation for the new basement. It demonstrates how treacherous the slope is. The photo also shows that groundwater is being taken out of the hole, which Mr. Murtha asked about. Ground water is being piped over to an existing structure on site. The third photo shows the subgrade for the elevator footing. The fourth photo shows more excavation, for the north wall of the elevator. The fifth photo showed the overall view of the same area. The next photo showed the concrete crew setting up forms. The next photo showed the moisture protection taken for the concrete and one pile of fuel contaminated soil. The following photo showed more concrete set up. The next photo showed a concrete pour from the previous day, which totaled 50 to 60 yards of concrete. Another pour is scheduled for the day after the meeting, weather permitting. The next two photos showed the concrete pour in greater detail. The twelfth photo showed more framework that had been erected for

pouring the corner of the basement area. The next two photos showed erosion control measures, intended to keep muck out of the hole. The next photo showed the depth of the hole, which is about 15 feet down. The elevator depth is another five feet below that. Ms. DelBuono asked about the fuel contaminated soil that was found. Mr. Tomcak replied that two pockets had been found. They were not anticipated. He showed one of the source locations (where the catch basin had been near the front steps that led down to the Town Hall former main entrance). It was dealt with as polluted soil, like a portion of the soil where the old junior high school was located. The final photo showed the overall view of where the old junior high school was.

Mr. Tomcak's presentation then moved on to the schedule update. The old junior high school soil removal and the basement excavation are substantially complete, as are the temporary exterior infills at the former Transition Academy. The old junior high school has a 40' by 40' area left to do. This will be wrapped up by the end of the week. The concrete pier footings for the elevator pit are complete. Work in progress includes excavation of the basement area. This will continue as the contractor works south towards the former Transition Academy. Other work in progress includes removal of fuel contaminated soil and utility coordination. The latter involves coordination of the utilities coming into the main electrical room. Work to start includes preparation for foundation walls within the basement, which will be starting over the next few weeks. Mr. Tomcak's presentation then moved on to change order proposals and pending revisions. There are a number of potential credits, the values for which have been circulated with the design team for their review. Two of the credits are for back taping joints at the exterior sheathing (\$11,855) and a portion of the fire alarm allowance (\$5,825). The amount for the removal of the old junior high school soil has been bumped up to \$95,209. This is offset by a potential credit for VAT (vinyl asbestos-containing tile) removal that is no longer required (\$103,500). Premium time for the concrete and site subcontractors was discussed at the previous meeting, and is needed to get the project back on schedule. It involves either 10 hour days or Saturdays, for the duration of the summer (\$38,084). There are two pockets of unanticipated fuel contaminated soil to be removed. The first pocket has already been disposed of, at a cost of \$19,000 to \$20,000. The estimate is roughly \$10,000 to remove the second pocket of fuel contaminated soil (total of \$30,467). The final item is the general trade package credit of \$95,000. These are negotiated values determined after the GMP was signed. Mr. Tomcak advised holding this amount aside until the scopes of work of the various subcontractors involved have been completed. The bottom line total of all pending revisions is a credit of \$50,304. The rejected Change order Proposal for the parapet detail at the gymnasium has been voided out. The May requisition has been submitted to the Town. Mr. Mortensen asked about the credit concerning back taping joints versus caulking. He asked the Project Architect if this was believed to be a smart change order. Mr. Kyle Baron responded that the product submitted by the mason is highly elastic, which was also the product recommended by the vapor barrier supplier. Mr. Harpie asked if Downes Construction was staying within the executed GMP. Mr. Tomcak replied that they were. Mr. Harpie asked Mr. Schweitzer if they had any budget reconciliation updates. Mr. Schweitzer did not. Mr. Harpie asked Mr. Jeff Baron about project expenditures to date. Mr. Baron replied that they totaled just over \$3,106,000.

- VI. Consider and Take Action on Change Order Requests – A change order proposal had been provided to the Committee members in advance of the meeting. Mr. Jeff Baron provided extra copies and potential motions for the Committee’s consideration. He explained that it was for 250 feet of trench in order to relocate the natural gas line that goes into the existing building that interfered with the work of the project. The financial detail and description were provided as backup. The request also included increases for general liability insurance and the construction manager’s fee. The total proposal request was for \$3,173.50. Ms. DelBuono made a motion that the Committee approves the Change Order proposal of Downes Construction Company, dated May 24, 2019, for trenching to relocate the existing gas main, for an amount of \$3,173.50. 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.
- VII. Consider and Take Action on Fund Transfers – A transfer is needed to cover the cost of the Change Order proposal that was just approved. Ms. DelBuono made a motion that the Committee approves the transfer of \$3,174 from the Owner’s Contingency line item to the Construction line item. 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,
- VIII. Any Other Business Pertinent to the Committee – Mr. Kyle Baron notified the Committee that his firm had addressed the site right of way encroachment request received from the State. Both parties had corresponded with the other. Quisenberry, Arcari + Malik was now waiting on the State’s response. They should be able to close this matter soon. Ms. DelBuono thanked him for the update. Mr. Harpie stated that the State was looking for the reason why the construction fence was so close to the Cedar Street right of way. Mr. Tomcak added that the site contractor’s permit request was also a part of this. Mr. Jeff Baron distributed potential meeting dates for both the third Wednesday of each month and the fourth Wednesday of each month, for the remaining summer months of July, August and September. The Committee agreed to continue to meet on the third Wednesday of each month.
- IX. Public Participation – Rose Lyons, 46 Elton Drive, spoke about fencing and the Right of Way Encroachment Permit.
- X. Comments by Committee Members – Mr. Kyle Baron stated that the construction fence was within the property line. The contractor was not doing any work within the right of way. Nothing would be performed within the right of way before the permit is approved. Mr. Tomcak added that they may have to relocate a gate if asphalt can’t be removed. Mr. Harpie also asked about the premium overtime. Mr. Tomcak responded that this was expected to have the project back on schedule in September.
- XI. Adjournment – the meeting adjourned at 5:33 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron,  
Director of Administrative Services