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TOWN OF NEWINGTON  
TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE  
REGULAR MEETING MINUTES

  
Town Clerk

June 24, 2020

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 5:00 PM.
- II. Roll Call – Members present (via Zoom): Joe Harpie, Chairperson; Gail Budrejko, Chris Miner, Rod Mortensen, Ed Murtha and Don Woods. Others participating: 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 June 10, 2020 meeting be approved as written. A second to the motion was made by Mr. Woods. Mr. Tomcak stated that at the previous meeting he had mentioned that the flagpoles, not the light poles, would be deferred until Phase 2 of the project. Mr. Murtha amended his original motion to include acceptance of the change from “light poles” to “flagpoles”. A second to the amendment was made by Mr. Mortensen. The amendment passed by a vote of 6 YES to 0 NO. The amended motion then passed by a vote of 6 YES to 0 NO.
- IV. Public Participation – None.
- 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 \$888,116.55. If the Change Order Proposals (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 \$327,460.27, and the remaining Owner’s Contingency to be \$127,142.47. The Total Project Budget is \$30,512,760. One change, for the fiber optic network (for \$176,556.88), has been taken out of Capital Improvement Plan (CIP) funds. Mr. Harpie asked if the total amount of contingency, between the owners’ contingency and the construction manager’s contingency, was roughly \$450,000 to complete the project. Mr. Tomcak agreed that was correct.  
Mr. Tomcak then presented his schedule update. These items included work completed, work in progress, work to start, and other critical items/milestones. Work completed included north side (Cedar Street side) final grading; the temporary walkway along the west side of the building; exterior insulated finishing system (EIFS) at the east side entry to the Town Hall; setting the light poles and light fixtures along Mazzoccoli

Way; exterior doors and hardware; carpet and wall base on the 3<sup>rd</sup> floor; final cleaning of the 3<sup>rd</sup> floor office areas (excluding the lobby because of the elevator issues); final painting of the 2<sup>nd</sup> floor (and part of the 1<sup>st</sup> floor); doors to the Town Hall (this is substantially complete as most of the doors are hung); the Grand Hall metal ceiling (this is substantially complete); sheet vinyl flooring within the Parks and Recreation kitchen; split system cooling; Community Center soffits (this is substantially complete); ceiling grid and millwork within the Community Center (except for the Parks and Recreation kitchen); mechanical equipment startups (this is now in the air balancing phase); and the dry chemical system for the vault.

Work in progress consists of final painting of the Grand Hall and final painting of the balance of the 1<sup>st</sup> floor (the Town Council chamber has been final painted); the balance of the flooring; the gymnasium wiring; the gymnasium equipment (three of fourteen basketball hoops have been installed); the gymnasium flooring (roughly half has been nailed down and half is loose laid); the elevator; topsoil and landscaping (most of Phase 1 is complete); the fiber reinforced panels (FRP) in the Parks and Recreation kitchen (most are wall panels that constitute a cleanable surface); preliminary air balancing; and the start of fire alarm testing.

Work to start includes the punch list by Quisenberry Arcari + Malik Architecture (starting on the 3<sup>rd</sup> floor); final painting of the Community Center (the painter will be there very shortly); EIFS at the west entry; tape the underside of the Community Center exterior canopies and paint; install remaining accessories (picture rail, chair rail, toilet accessories, four fire extinguisher cabinets, and signage); install food service equipment (coming on the morning of June 26<sup>th</sup>) and hookup; gymnasium lighting; the balance of the exterior building lights and cameras (most of these items have been wired up); demobilization of some portable toilets and the temporary fencing (scheduled to occur next week); final paving along Mazzoccoli Way (this occurred yesterday); line striping, signage and site furnishings; the vault pressure test (scheduled for next week); water purification test (this excludes the Parks and Recreation kitchen as a hand sink there needs to be re-located as a Temporary Certificate of Occupancy requirement); generator start up and test (scheduled for July 7<sup>th</sup>); final inspections and walk throughs (scheduled for the week of July 6<sup>th</sup>); and setting of the flag poles (moved to Phase 2 due to access constraints).

Under other critical items and milestones, Mr. Tomcak noted that there were potential material and labor shortages due to COVID-19. The elevator contractor installer was back to work. He is setting the rails and elevator fronts, and is expected to finish the week of July 6<sup>th</sup>, which will be followed by testing. A second item is to expedite the balance of the remaining work in the Community Center and the gymnasium to accommodate the many electrical changes. The third critical item is the post move-in work to remain and complete. There will be a post move-in list of items to complete. The biggest item is the gymnasium. Some items are beyond the July 14<sup>th</sup> building turnover date, such as operable partitions, operable panels, lights in the elevator, hydroseeding, chief boxes in the Town Council chamber locations, power for auto operators in

Newington Community Television (NCTV), additional signage, standby power for NCTV, and rock cast control joints to address cracks.

Mr. Miner spoke about hydroseeding. He felt it was better to hold off if we can. He asked if an irrigation system for the site was a possibility. He asked about the Town Council chamber infilling of the chief boxes; were these designed for one product? He sought to verify that the Temporary Certificate of Occupancy move of the hand sink and the completion of the other items that would be done after July 14<sup>th</sup> would not affect the move in dates. He was assured that they would not. He asked about the planting location on the south side. Mr. Tomcak replied that nothing was provided by the design team to change the plantings. Mr. Miner asked if the planting walk through had occurred. Mr. Tomcak responded that it had, with the project architect present and representation from the Town. At that time the south side had not received final grading. Now that this has occurred, you could re-visit this now and decide what we want to do. Given where the sidewalk is you could think about another location for a couple of trees. Mr. Miner noted that the walk chokes down to a couple of feet and is very tight. Mr. Woods felt that not seeding until the end of August would be best. Since there is no irrigation, if you had a typical July there would be failure without water. Mr. Murtha added that there should be no trees close to the sidewalk. Mr. Miner stated that if they are ornamental trees, it doesn't make sense to put them in. Mr. Tomcak responded that, on the trees, it was felt they were close to the sidewalk on the east side. He looked at those again. They are eight feet off the sidewalk and are fifteen feet at full growth. The Town has asked for a closer look at possible relocation. Mr. Harpie stated that an irrigation system was not in the plans. The north side of the building will become a "goldilocks zone" if there is no irrigation system added. He asked if the historic site line from the patio area to the park had been preserved for the view of the park. Mr. Tomcak responded that due to the grade change, there was no clear view of the park. These trees would add to that lack of a view. Mr. Harpie asked Mr. Tomcak to look at that.

Mr. Tomcak then presented the eleven COPs he was requesting action on at this meeting. These include #197, provide wood blocking at the canopy roof areas; this is specific to the Community Center (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP # 225, provide additional lighting/cablings for elevator on the 3<sup>rd</sup> floor, for \$4,078.48; COP #229, mail room cabinets on the 2<sup>nd</sup> floor, for \$9,198.00; COP #232, power for re-circulating pumps/aquastat controls, for \$5,612.76; COP #234, expedite cabinet/electrical install (millwork and electricians) on May 30th (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #236, larger porcelain tile for Grand Hall floor layout (material cost only), for \$1,221.12; COP #237, extend power to the Variable Air Volume (VAV) units within the Community Center, for \$2,995.53; COP #238, expedite vault wiring, exterior lighting, and standby power, (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #239, retractable ladder for the elevator pit, (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #243, patch roof at former safety rail locations, (this is coming out of the Construction Manager's contingency, with no change

to the GMP); and COP #244, blocking for metal trim install at type “A” windows (exterior framing), for \$1,486.47. The total of all these COPs is \$24,592.36. Mr. Miner asked about COP #225. Was this required by the State elevator inspector? Mr. Tomcak responded that lighting was needed to pass the inspection. It was not part of the original plan. Mr. Miner verified that Mr. Schweitzer was tracking this as a potential Error and Omission item. Mr. Miner then asked about COP #229. Was this furniture, fixtures and equipment (FF&E) or construction? Mr. Harpie felt that, as it was connected to the building, it was considered to be millwork and therefor construction. Mr. Miner verified that Mr. Schweitzer was also tracking COP #s 232 and 237. He also asked about the change for the Council Chamber chief boxes. Mr. Boutot responded to this and to the mail room cabinets. In the mail room, the Town had identified for the design team all the copiers, shredders, etc. at the start of the project that were going in this room. The room identified as the mail room was not subsequently sufficient for the size of the equipment that the Town was bringing over to the new building. This required modifications to the room that Mr. Schweitzer may want to track. On the changes in the Council Chamber, the chief boxes were in locations that you couldn’t get the audio-visual equipment to work. Did you want to try to utilize them or to cover them up (or just abandon in place)? How to handle these is the question.

Mr. Tomcak then discussed the order of magnitude/pending revisions. These included COP #s 34, 216, 228, 230, 233, 240, and 245-252. Mr. Harpie asked, with regard to power issues, where the building as a whole, such as the Community Center, stood? Are most issues settled? Mr. Tomcak replied that he recently learned there may be other items in the Parks and Recreation kitchen that the department wants to install to serve food. Mr. Harpie asked if this was under-estimated in terms of the requirements in the original plans. Mr. Tomcak replied that these were items that weren’t picked up. Mr. Harpie asked if there were errors and omissions (E&O) in any of these items. Mr. Miner stated that a significant equipment addition was not an E&O, it was a change order, and the Committee would have to evaluate if this was a need as opposed to things that were nice to have. Mr. Mortensen stated that he had been looking at all the change orders, with roughly \$450,000 left for all contingency as we head towards the end of the project, the Committee needs to start looking at things like an irrigation system for the project. He has no idea where we stand as the Committee is still taking down the building next door. Mr. Harpie noted that Quisenberry Arcari + Malik would be working on a list to be evaluated by the Project Building Committee for post-construction items (vs. their punch list). The Committee can’t overspend on the project. He spoke with the Finance Director. The money is there. The Town is approved for the grant. Her doesn’t know the exact number we will receive from the grant. Mr. Schweitzer also has the list of potential errors and omissions. There has been some discussion on how the Town will proceed on those items. Mr. Miner stated that he wished to be on the record that what the Town was experiencing right now, it was normal for some E&O items to occur. The Committee will start to draw down the funds and finalize the project. This is not anything that is “out of the realm”. The Committee is in a relatively good place. Mr. Tomcak stated that Mr. Mortensen had hit the nail on the head with his statement. The Committee still has to

think about demolition and what could be uncovered. The Committee should bear that in mind when reviewing the post-construction list. Mr. Harpie concluded his earlier statement and discussion on this topic by stating that the Finance Director was on top of this.

Mr. Tomcak concluded his update by presenting 31 photos. The 1st photo shows the finished product, the Town Hall east side entrance (the box is the generator in its temporary location). The 2<sup>nd</sup> photo is the other entry on the west side (the cornice will be wrapped up next week). The 3<sup>rd</sup> photo is of the east side food pantry entrance, with plantings. The 4<sup>th</sup> photo is a shot of Mazzoccoli Way towards Garfield Street. The 5<sup>th</sup> photo shows the stair off the south side of the gymnasium. It was taken last week. The area in front is where the concrete patio will go. The 6<sup>th</sup> photo is of the community center along the south side (the blacktop is the temporary walkway). The 7<sup>th</sup> photo is of the same, showing that the building lights are on the Community Center, and the soffit work. The 8<sup>th</sup> photo is a close-up of the main entry on the east side (the Town Hall letters will go on the face). The 9<sup>th</sup> photo is of the final product on the 3<sup>rd</sup> floor (it was taken on June 22<sup>nd</sup>, during air balancing). The 10<sup>th</sup> photo is a shot of the 3<sup>rd</sup> floor copier area. The 11<sup>th</sup> photo is of a typical conference room on the 3<sup>rd</sup> floor, facing Cedar Street. The 12<sup>th</sup> photo shows the 3<sup>rd</sup> floor flooring. The 13<sup>th</sup> photo shows the elevator shaft, with rails behind the netting. The 14<sup>th</sup> photo shows the food pantry area, with the floor sealed and ready for move in after cleaning. The 15<sup>th</sup> photo shows the Human Services area, carpeted. The 16<sup>th</sup> photo is of the 2<sup>nd</sup> floor, with final cleaning needed. The 17<sup>th</sup> photo is of the Building Department suite, which is all carpeted now. The 18<sup>th</sup> photo shows the hall off the Building Department suite, with their kitchenette on the left. The 19<sup>th</sup> photo shows a typical bathroom setup, with partitions. The 20<sup>th</sup> photo shows the vanity with mirrors in the bathroom. The 21<sup>st</sup> photo is of the 2<sup>nd</sup> floor lobby of the Town Hall. The 22<sup>nd</sup> photo is of the main stairwell off the Grand Hall on the 1<sup>st</sup> floor. The 23<sup>rd</sup> photo is from the Grand Hall looking at the Tax Collector's Office. The 24<sup>th</sup> photo is of the vault (all light fixtures are in and the floor is sealed). The 25<sup>th</sup> photo is of the finished space in the NCTV suite. The 26<sup>th</sup> photo is of the finished space in the NCTV production studio. The 27<sup>th</sup> photo shows a typical gang bathroom. The 28<sup>th</sup> photo is of the gymnasium with maple flooring (they are now hanging gym equipment, basketball hoops, etc.). The 29<sup>th</sup> photo is of the Transition Academy, which, with limited storage space, has items that are not going in the Transition Academy (the cabinets are in and this area is pretty much done). The 30<sup>th</sup> photo is of the daycare area (showing the finished cabinets and backsplash). The final photo shows a carpenter working on the Fiber Reinforced Panels. This concluded Mr. Tomcak's presentation.

- VI. Landscaping and Planting Layout - Mr. Miner stated that once the plantings are turned over to the Town, we own them, and asked the construction manager to cost out an irrigation system, either free standing or that is tied in with the library system. The plantings of concern are ornamental, but there are root concerns. He will defer to Mr. Woods. They are Corinthian Linden trees. Mr. Woods felt that Linden trees are not small, but they would be a minor-major tree. Mr. Miner felt that, given its proximity to

the sidewalk, it should be further away, but moved in the fall. Mr. Woods felt that Lindens were not a major threat. The roots of others are more hazardous. This is a typical layout. Mr. Miner deferred to Mr. Woods as this was his area of expertise. Mr. Tomcak stated that he could price out an irrigation system. Mr. Miner felt that this area should be aesthetically pleasing for a long time to come. Mr. Tomcak concluded the discussion by noting that plantings during the growing period are the responsibility of the contractor. Not all liability is on the Town. More is on the contractor.

- VII. Consider and Take Action on Change Order Requests— Mr. Mortensen made a motion that the Committee accept the COPs presented at this meeting for review and approval, the COPs from #197 to #244 (#s 197, 225, 229, 232, 234, 236, 237, 238, 239, 243, and 244) totaling an amount of \$24,592.36. A second to the motion was made by Mr. Miner. Discussion: Mr. Harpie stated that, as a general overview, there had been an excessive number of change orders, but the Committee was still moving forward and getting the building done. The motion passed by a vote of 6 YES to 0 NO.
- VIII. Consider and Take Action on Fund Transfers – Mr. Baron requested a transfer out of the Owner’s Contingency and into Construction. Mr. Mortensen made a motion that the Committee transfer \$24,592.36 from the Owner’s Contingency account, account number 31110-9912, to the Construction account, account number 31110-9911. A second to the motion was made by Mr. Miner. The motion passed by a vote of 6 YES to 0 NO.
- IX. Any Other Business Pertinent to the Committee – Mr. Baron stated that the next regular meeting date was July 8<sup>th</sup>. Mr. Miner asked if it would be possible for the Committee to walk through the new building. Mr. Harpie responded that it was in the plans to do that at some point in time. Mr. Miner also requested that, as this was the last meeting scheduled in the old Town Hall, that the Committee meet in person. Mr. Harpie responded that it would be up to the Town Manager to determine if the building was open. Mr. Miner asked about the move in period. Mr. Tomcak responded that it began on July 14<sup>th</sup> and was for a period of ten days. Mr. Miner asked if there was consideration for acrylic screening on the windows. Mr. Harpie responded that there was not at this time. The punch list will be viewed by the Project Committee. Mr. Tomcak informed the Committee that there might be separate lists. As there were many items that were outside the scope of the project, there might be a punch list and a post-construction list. Mr. Harpie added that the post-construction items might be considered as post-construction add alternates. Ms. Budrejko asked about the move in schedule. Mr. Tomcak responded that he had been working with the Town on move in dates. On July 14<sup>th</sup> it would be a couple of 1<sup>st</sup> floor offices and the 3<sup>rd</sup> floor. On July 20<sup>th</sup>, it would be the second floor. On July 23<sup>rd</sup> it would be the Community Center and the remainder of the 1<sup>st</sup> floor offices.
- X. Public Participation – None.
- XI. Comments by Committee Members – Mr. Harpie stated that, with regards to demolition of the old Town Hall, the former Facilities Manager remediated a lot of the Transition

Academy and Community Center areas. His belief is that the percentage of hazardous waste that has already been removed is significant. Mr. Miner asked Mr. Tomcak to comment on the move out date. Mr. Tomcak stated that it was July 24<sup>th</sup>, but Downes can be flexible. Mr. Miner asked about the FF&E that would be left behind. Mr. Baron stated that it was being offered to area non-profit organizations. Mayor DelBuono mentioned that the Town Manager had reached out to some companies and determined that the cost to move it was more than its value. She noted that the Newington Children's Theater would be taking a number of the auditorium seats.

XII. Adjournment – the meeting adjourned at 6:30 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron,  
Director of Administrative Services