

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

September 2, 2020

Zoom Event, Originally Scheduled for the Town Hall Lower Level, Room E101

- I. Call to Order – Chairperson Joe Harpie called the meeting to order at 5:02 PM.
- II. Roll Call – Members present (via Zoom): Joe Harpie, Chairperson; Gail Budrejko (participated after 5:25 PM), Chris Miner, Anthony Claffey, Rod Mortensen, and Don Woods. Others participating: Frank Tomcak, Downes Construction Company; Tom Arcari and 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. Mortensen made a motion that the minutes of the July 22, 2020 meeting be approved as written. A second to the motion was made by Mr. Miner. The motion then passed by a vote of 5 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 approved change order requests totaling \$934,002.35. 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 \$271,414.12, and the remaining Owner’s Contingency to be \$91,938.05 (this includes a credit of \$29,055.16 from the Random Order of Magnitude/unapproved COPs). The Total Project Budget is \$30,455,606.40.  
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 taping/painting the underside of exterior canopies in the Community Center; exterior signage at the east entry; panel partitions for all areas except the gymnasium; final cleaning in the Parks and Recreation kitchen and final inspection the Health Department (the Health Department flagged some sanitizing requirements for Parks and Recreation to address); gymnasium lighting and equipment; and substantial completion for punch list items (these have been whittled down to about 70 items, about 40 of which are ceiling tiles).  
Work in progress consists of gymnasium floor finishing (seal coats and line striping); Phase 2 abatement; Phase 2 clean demolition (on the interior); and working through the balance of the punch list items.

*Chris O'Neill*  
TOWN CLERK

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Work to start includes the stair 2 rubber (if production continues to be delayed, Downes Construction may explore other options); the gymnasium bleachers, divider, wall padding and floor base; hydro-seeding and plantings for Phase 1 (weather dependent); and Phase 2 building demolition (roof shingle demolition is scheduled for the next week, the rest starting towards the end of September) .

Under other critical items and milestones, Mr. Tomcak stated that these included expediting the balance of any remaining work from phase I in the gymnasium (it was reported earlier that work should be completed in the gym by mid-September, that this is still anticipated); and the post move-in work to remain and complete (punch list and change order work).

Mr. Tomcak then presented the thirty-three COPs he was requesting action on at this meeting. These include #34, partial savings to the Town for general trades, a credit of (\$11,665.06)(this credit consists of a number of line items); COP # 216, extend power to the new furniture layout (mainly on the third floor and some in Parks and Recreation), for \$4,569.71; COP #233, provide power to range hood in transition academy, for \$425.89; COP #240, provide heat trace for roof drain piping at the east entry, for \$4,632.50; COP #248, install control joints at cast stone locations, for \$4,717.25; COP #252, power for auto operators within Newington Community Television, for \$2,708.93; COP #258, extend new plumbing for hand sink relocation (and add a breaker and a switch), for \$4,526.53; COP #267, repairs/cleanup following the July 3<sup>rd</sup> storm (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #270, provide a fire extinguisher cabinet and fire extinguisher on the 3<sup>rd</sup> floor, for \$231.00; COP #273, furnish and install a countertop for the Human Services reception area, for \$1,664.75; COP #274, additional power for the 2<sup>nd</sup> floor mail room, for \$2,437.18; COP #275, cover exposed chief boxes in the Council Chambers, for \$444.00; COP #276, wiring for power supplies for power assist devices at various locations, for \$7,934.00; COP #277, drywall repairs throughout the building, (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #280, field touch up for various wood doors, (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #282, expedite hardware and millwork, (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #283, expedite basement wiring/lighting for the Temporary Certificate of Occupancy, (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #284, roof flashing for flagpole lights and alternating current wiring, (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #285, patch back roof at roof drain on the southwest corner of the Community Center, (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #287, re-wiring for vault per state records review, for \$1,343.41; COP #291, wire mesh enclosure for gym data cabinet, for \$6,868.00; COP #293, anti-climb spikes for portion (southeast corner) of the Community Center, for \$1,728.14; COP #294, replace wall sconces at Community Center, \$3,417.32; COP # 295, credit for power supplies no longer required, (\$1,989.91); COP #296, re-locate splice connection to 1<sup>st</sup> floor, (this is coming out of the Construction Manager's

contingency, with no change to the GMP); COP #297, credit a portion of the Construction Manager's contingency, (\$20,000.00); COP #298, provide additional wiring to gym mat hoists, for \$5,459.54; COP #299 sanitize project prior to move in, for \$1,125.00; COP #303, reconcile paint touch-up allowance, (\$600.00); COP #304, extend new plumbing for Parks and Recreation kitchen ice cream machine, for \$1,085.16; COP #305, credit back four trees no longer required, (\$2,538.00); COP #306, reconcile joint sealant allowance, (\$15,000.00); COP #310, Phase 2, re-feed sprinkler piping to the police station, for \$5,552.00. The total of all these COPs is \$9,077.84.

Mr. Claffey asked about COP #310. Did the Committee wish to approve this for Phase 2 before it closed out Phase 1? Mr. Tomcak responded that there were still some Phase 1 COPs in the Random Order of Magnitude list that were not being approved this evening. It is all one project. COP #310 is a critical item needed to proceed with the demolition of the old Town Hall. Mr. Miner asked about the resolution for COP #293. Was this the solution vetted to be viable? Mr. Harpie replied that other solutions will do damage. What is being proposed will inflict minimal harm. The Town will meet the Occupant Liability Act requirements. It will provide maximum discomfort (with minimal harm) for those trying to get on the roof. Mr. Miner asked if actual screening was vetted. Mr. Harpie responded that Mr. Arcari had looked at that, it was a balancing game, the cost is comparable. Mr. Miner asked if this product would only be in this area. Mr. Harpie replied that it would only be at the southeast corner.

Mr. Tomcak then discussed the order of magnitude/pending revisions. These included COP #s 249, 251, 266, 286, 288, 292, 300, 301, 302, 307, 308, 309, and 311. Mr. Harpie spoke to Mr. Claffey's earlier question on mixing Phases 1 and 2. The condenser issue in the police department was uncovered by the project superintendent, Town staff, and the demolition contractor. He asked if it would be scheduled to be corrected with the sprinkler work. Mr. Tomcak replied that Downes Construction would try to do so. Mr. Claffey stated his concern with considering Phase 2 COPs at the same time as Phase 1 COPs. He felt that the Building Committee was bouncing around. COP #292 (camera and wireless access point adjustments at exterior locations, for \$12,166.00) is a big-ticket item. He is trying to understand more. He received 6 emails of COPs over the weekend and today there is an additional Random Order of Magnitude credit of over \$29,000. Big ticket items keep popping up. How is the Committee following these odd numbers? Mr. Tomcak responded that these are order of magnitude, not final, numbers. Nothing has been released. The Committee can talk about each one when Downes has final numbers. Mr. Claffey said he gets the final four COPs, but 292 is a bigger number. Where did it come out of? Mr. Tomcak responded that this amount probably has grown. We can talk about it. We have options. The project is moving camera and wireless access points on the exterior. The Contractor wants to replace stone. We can patch. It is a new building and he wanted to keep the new building look. Mr. Claffey asked about needs versus wants and if the cameras were located incorrectly. Mr. Tomcak stated that the cameras were installed as shown on the project documents. There was then a discussion between Mr. Claffey and Mr. Harpie as to the depth of discussion at Building Committee meetings on bigger ticket items. Mr. Boutot stated that outside camera s and wireless

access points were discussed with D'Agostino and Associates. Staff explained what we were looking for. D'Agostino relocated some of those and there were issues. Mr. Schweitzer will be tracking those. Mr. Miner observed that there are some issues that do not accommodate to the Town's needs due to design changes. Mr. Harpie concluded discussion on the Random Order of Magnitude/Pending Revisions by stating that initially there were a lot of RFIs (Requests for Information), but later there were very few RFIs. These are the residue of those RFIs.

Mr. Tomcak then discussed rejected COPs and requisitions for payment. Current retainage held is \$961,807.28. The total project is roughly 85% completed. This concluded Mr. Tomcak's presentation.

- VI. Consider and Take Action on Change Order Requests– Mr. Miner made a motion that the Committee accept the 33 COPs presented at this meeting for review and approval, the COPs (#s 34, 216, 233, 240, 248, 252, 258, 267, 270, 273-277, 280, 282-285, 287, 291, 293-299, 303-306, and 310)) totaling an amount of \$9,077.84. A second to the motion was made by Ms. Budrejko. 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 – Mr. Baron requested a transfer out of the Owner's Contingency and into Construction. Mr. Miner made a motion that the Committee transfer \$9,077.84 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 Ms. Budrejko. The motion passed by a vote of 6 YES to 0 NO.
- VIII. Old Town Hall Demolition and Abatement – presented by Mr. Tomcak. The abatement contractor has been working from the top down, starting with the 3<sup>rd</sup> floor. Over the next 2-3 weeks they will be focusing on the floors below. There is also soil abatement in the areas below the auditorium. Heavy demolition is scheduled to begin the week of September 21<sup>st</sup>. Downes Construction has developed and revised a master schedule. They met with the trades. Re-bar is on order. New veneer masonry on the east side of the police station has to be addressed. The contractor will be working their way into the building from the west side to the courtyard. Then they will start on the Cedar Street (north) side. Then they will peel away the building, starting on the north side and working towards the gymnasium. Downes met with the site contractor to fast track his work. The goal is to complete the project by the end of the year. They may have to seed in the spring. Hopefully that is all there is left to do. Mr. Boutot asked about the chimney stack that is close to the new building. Mr. Tomcak responded that there is already fencing protection that is up. There will be scaffolded walkway protection for the west side of the building. The Project Superintendent is coordinating this for the week of September 14<sup>th</sup>. Chimney demolition will be carefully coordinated.
- IX. Any Other Business Pertinent to the Committee – Mr. Boutot asked about information on the material to seal the floor of the vault. Mr. Tomcak stated that this would be part of the close-out package. Mr. Harpie asked what the schedule is for the basement. Mr.

Boutot responded that Mr. Krupienski was working on that. He is in the process of getting shelving.

Mr. Miner confirmed that Mr. Arcari was participating in the meeting. Mr. Miner stated that we just recently received the State Fire Marshal's report back in regards to occupants in the gym regarding the bleachers. He wanted to see if we could clarify this in terms of what activities are allowed and how the configurations are set up for different functions, depending on the programming for the space. He asked if Mr. Arcari could touch on that just to provide a little refreshment for anybody that doesn't recall exactly how this laid out. Mr. Arcari responded that the bleachers in the gym were configured so that there are multiple options for seating. There are bleachers on the east and west sides of the gymnasium which hug the sidelines of two high school sized basketball courts and then there are bleachers on the south side of the gymnasium, which are on the sidelines of the main premier basketball court. His firm submitted a diagram to the Building Committee about ten days ago. Mr. Harpie has that diagram. What that demonstrates is that there are actually three different bleacher configurations. The first of which we will call the AAU (Amateur Athletic Union) configuration where you would be using the two high school size basketball courts. The bleachers on the east and west sides of the gym would hold approximately four or five rows each because that is all the space there is to allow walking between the end of the bleachers and the corridor that provides. He did not have the numbers as he was participating from his car, but it is approximately 120 seats on each side. Maybe it is a little bit more. The bleachers on the south side stay completely closed and retracted. The second configuration is the premier court configuration where you might have one large basketball game in the middle of the court or you might have one large performer or concert set up in the middle of the north side of the court in that configuration. The bleachers on the south side of the gym would be extended full length. The bleachers on the east and west sides of the gym would be extended approximately 85% of the way out. Those specific row configurations are indicated on the seating chart diagram. This provides approximately 950 total seats and allows code compliant egress from all parts of the gymnasium. Finally, there is a third configuration for seating, which would accommodate seating just for the two individual volleyball courts, which are smaller, or if the central partition is closed and there were individual events, one on each side of the gym. The east and west bleachers can be opened 100% and the bleachers on the south side would be fully closed. There are three options for seating. There has been a little bit of confusion about this, in particular from the State Fire Marshal, indicating that all the bleachers can't be pulled out at the same time. That's correct because that would actually present an egress challenge. The bleachers have to be configured the way they were originally designed depending on the options and the activities in the gymnasium.

Mr. Chapman asked Mr. Arcari if he could tell Mr. Chapman when this information was conveyed to the Building Committee, that all bleachers could not be opened. Mr. Harpie stated that he has no recollection of such a discussion. This was news to him. Mr. Chapman stated that he has looked at the documents that were submitted. The first time was in January of this year that this was documented. This is a problem. It is an egress situation that will have to be managed. The bleachers have already shipped.

The Town Council was not aware of this situation. The project was promoted that all the bleachers could be used. Mr. Harpie asked Mr. Chapman if he would prefer a permanent fix. Mr. Chapman responded that there has to be accountability and an understanding amongst all parties. The Town could have a real situation on our hands. This is something that should not have been designed and conveyed that this is how it works. Mr. Harpie stated that there has been work towards a possible resolution. Mr. Arcari suggested that the bleacher representative might have some suggestions. Mr. Tomcak offered to call the bleacher manufacturer and report his findings. We will try to work towards a satisfactory solution. Mr. Miner wondered if there were any RFIs on the submittal. The bleachers will be operated by Parks and Recreation employees only, who can be trained. Mr. Arcari added that the bleachers were designed for the most amount of flexibility for Parks and Recreation. They would have to be managed. Parks and Recreation Superintendent Bill DeMaio did not think it was an issue. Mr. Harpie stated that the Committee will speak with the bleacher manufacturer's representative and will pass their remarks on to administration. Mr. Woods stated that he agreed with Mr. Miner, there were discussions on different configurations of seating. Mr. Harpie interjected that this was not at the Building Committee level. Mr. Woods stated that it does not seem like it is insurmountable. There is a floor plan and the floor plan is to be followed.

- X. Public Participation – None.
- XI. Comments by Committee Members – Mr. Claffey asked how the Committee was proceeding with the particular needs of the gymnasium. Mr. Harpie responded that the Committee's charge was to build the building. The Committee did its job. These issues are important and will be settled by the administration. Mr. Claffey asked if changes were in or out of the Committee's hands. Mr. Harpie replied that it was up to the administration. The Committee can make recommendations. It is not an obligation or the business of the Committee. There is nothing regarding the functionality of the building that can't be resolved. Mr. Miner reiterated that the Committee was charged with building the building. The Committee didn't look through hundreds of pages of prints. It relied on the professional staff. The frustration is with the budget. This is nothing we can't get past. It is the nature of construction that there was plenty of opportunity to address these issues along the way. Mr. Harpie concluded that the Building Committee has always been transparent and would continue to cooperate to resolve any issues but the Committee met our commitment.
- XII. Adjournment – the meeting adjourned at 6:28 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron,  
Director of Administrative Services