

TOWN OF BLOOMFIELD  
HUMAN SERVICES FACILITY BUILDING COMMITTEE MEETING

MINUTES

There was a meeting of the above referenced committee on Tuesday, November 22, 2016 at 5:30 pm. in Conference Room #5 at Town Hall, located at 800 Bloomfield Avenue in Bloomfield, CT.

Committee members present were: Alan Budkofsky, Lou DeSario, Kevin Hussain, Kenneth McClary, Lucille Morisse, Joe Suggs – Chair, Paula Walek, Mark Weisman – Secretary, Ex Officio members Sharron Howe (representing Town Manager Philip Schenck) Yvette Huyghue-Pannell, and Camilla Jones.

Also present: Nancy Haynes, Purchasing & Risk Manager.

The meeting was called to order at 5:31 p.m.

Old Business: On a motion by A. Budkofsky, seconded by M. Weisman, the minutes of the November 9, 2016 meeting, as amended, were approved unanimously.

New Business:

- a. Project timeline: M. Weisman suggested we were at a standstill with regards to the timeline until an architect was hired.
- b. Construction Process: L. DeSario outlined the various stages of the project:
  1. Confirming programming, including building functionality
  2. Schematic design, in which the footprint of the building and floor plan would be provided and determined.
  3. Design development. The Construction Manager would be involved and a conceptual budget would be finalized. He cautioned against having the Architect design to the budget.
  4. Construction Documents, which would be used to obtain trade contractors and the budget finalized.
  5. Construction of the new building
  6. Close out of construction

The Committee would like to move forward with haz mat testing on the existing building sooner rather than later and N. Haynes will obtain a proposal and a quote for the Building Committee's review and approval for these services.

- c. Architect Interviews: The Committee will interview 4 firms, 2 on 11/28 and 2 on 11/29. They reviewed and discussed questions they would like to ask the shortlisted firms. N. Haynes will prepare the questions and send them to the Committee with the interview schedule.

Other Items from the Committee: There was a discussion about whether portions of the existing building could be salvaged, and possible re-uses for the building if that were the case. Committee members expressed a desire to think outside the box and possibly consider community donations, sponsorships and other creative methods for funding and re-use.

Next Meeting Date/Location

Monday, November 28, 2016 at 4:00 p.m., and Tuesday, November 29, 2016 at 4:00 p.m.; location Conference Room # 5 in Town Hall. The Building Committee decided it would be helpful to have a set day of the week to have meetings, and decided on every other Tuesday beginning January 10, 2017, followed by 1/24/17, 2/7/17 and 2/21/17, with more added as needed depending on the project schedule and activity.

At 7:09 p.m., it was moved by P. Walek and seconded by L. Morisse to adjourn the meeting. Motion passed unanimously.