There was a meeting of the Human Services Facility Building Committee at 5:30 p.m. on Tuesday, January 14, 2020 in the Great Room of the Alvin & Beatrice Wood Human Services Center, 330 Park Avenue, Bloomfield, Connecticut.

Committee members present: Joe Suggs – Chair, Alan Budkofsky, Bob Berman, Sten Caspersson, Lucille Morisse, Paula Walek and Vice Chair Mark Weisman

Absent: Kevin Hussain and Elizabeth Washington

Ex-Officio members present: Camilla Hillian (Director, Social & Youth Services), Yvette Huyghue-Pannell (Director, Senior Services), and David Melesko (Director, Leisure Services)

Also present: Nancy Haynes, Purchasing & Risk Manager, Scott Scholl (Downes), Karen DePersia (CSG) and David Symonds (MPN)

Chairman Joe Suggs called the meeting to order at 5:30 PM.

Approval of Minutes: Motion made by P. Walek and seconded by M. Weisman to approve minutes for 12/3/19. Motion carried.

Motion was made by B. Berman and seconded by A. Budkofsky to add to the agenda under Other Items: Consideration and Discussion of Change Order Listing distributed to the members. Motion carried.

New Business:

Project Update (Downes) - Scott Scholl presented the project update and financial summary as of January 14, 2020. The total revised GMP is $19,895,779 with approved change order requests totaling $321,242, pending change order requests totaling $161,983 and an anticipated final GMP of $20,057,762. Total project budget remains at $22.3 million. Revisions to the budget contract and project contingencies were summarized. Scott continued with a recap of the project schedule:

Work in Progress:

- Completing the security integration for the automatic door openers for each entrance

Approval of COP’s (Change Order Proposals) – Scott Scholl presented the following COP’s for approval and questions were fielded accordingly:

- COP #209 for $6,642 to relocate EF-2, in accordance with Proposal Request #43. Motion made by A. Budkofsky and seconded by Mark Weisman. Motion carried unanimously.

- COP #235 for a net amount of $0 to patch sprinkler main hole in mechanical area. Motion made by P. Walek and seconded by A. Budkofsky. Motion unanimously approved.
- COP #257 for $5,319 to provide additional concrete and support for light bollards in accordance with PR #50. Motion made by A. Budkofsky and seconded by Mark Weisman. Motion unanimously approved.

- COP #265 for a credit of –($2,373.35) for painting allowance reconciliation. Motion made by P. Walek and seconded by A. Budkofsky. Motion unanimously approved.

- COP #269 or $697 for additional bond costs to reconcile telecommunications bond. Motion made by M. Weisman and seconded by B. Berman and unanimously approved.

- COP #277 for a credit of –($6,000) to provide a deduct for the gas line work. Motion made by A. Budkofsky, seconded by B. Berman and unanimously approved.

- COP #280 for $24,414 to install Stanley auto operators in accordance with PR #46 (All electrical, security and Downes’ supervision will be costed in COP #245. Motion made by B. Berman and seconded by M. Weisman. Motion unanimously approved.

**Project Update (CSG)** - Karen DePersia presented the updated change order tracking sheet as of 1/14/2020. The soft cost budget will be updated once final costs are reported for the recording secretary, payroll and material testing. Questions and comments were fielded accordingly.

**Project Update (MPN)** – Dave Symonds provided an update regarding the excess site berm material as discussed at the previous meeting. Fuss & O’Neill, as approved by the committee, has begun performing the design work and once completed will present the most cost effective option. Questions and comments were fielded accordingly.

There have been concerns with the gas stove in the commercial kitchen. The exhaust system blew out the pilot light until the hood was recalibrated in the early summer. Senior Services Director Yvette Huyghue-Pannell explained that she was informed that there was a gas leak and the Fire Department had to respond. The gas company was called and the oven was tagged. The manufacturer replaced a faulty knob to resolve the problem. Due to health and safety concerns, the Department Directors have requested the stove be replaced with two 30-inch electrical stoves. After a lengthy discussion, the committee agreed to have Scott Scholl present his recommendation after further research of the warranty and follow up with the manufacturer. Nancy Haynes suggested Scott present the course of action at the Owner’s meeting. Questions and comments were fielded accordingly.

**Approval of Invoices:** Nancy Haynes presented the following invoices submitted for approval and fielded questions accordingly:

- Invoice #117 for $4,608.41 from CSG owner’s for project representation services. Motion made by A. Budkofsky and seconded by B. Berman. Motion was unanimously approved.

- Invoice #46870 for $1,282.65 from VanZelm Engineers for professional services. Motion made by A. Budkofsky and seconded by B. Berman. Motion was unanimously approved.

- Application and Certificate for Payment No. 23 for $106,405.91 from Downes Construction Company LLC. Motion made by A. Budkofsky, seconded by B. Berman and unanimously approved.

- Invoice #TSMT6826 from Tri State Materials Testing Lab, LLC dated 10/24/19 for $285. Motion made by M. Weisman and seconded by B. Berman. Motion was unanimously approved.
• Invoice #19730 for the remaining balance of $2500 from Siracusa Moving and Storage. Motion made by A. Budkofsky and seconded by M. Weisman. Motion was unanimously approved.

**Future Meetings:** After a brief discussion due to a scheduling conflict with Directors, it was agreed to hold the next meeting date in February on Tuesday, February 4, 2020 and Tuesday, March 10, 2020. The meetings will be held in the Great Room of the Human Services Building, 330 Park Avenue, Bloomfield, CT.

**Other Items from the Committee:** Bob Berman discussed the listing of Change Order expenses for review as distributed at the previous meeting. Due to the time constraints, it was agreed to have the item added to the next meeting agenda in February. Nancy Haynes offered to email the listing out to the members prior to the meeting. Sten Caspersson inquired about the signage at the main entrance. Dave Symonds responded that it is a town issue to address this matter. After a brief discussion, Nancy Haynes agreed to follow up with the Board of Education regarding their signage. Sten also inquired about the corridor monitors. Dave Symonds said that it is still on the to-do list by the IT Department after the Public Works project is completed. Lastly, Sten has received a request to have an awning extension installed at the main entrance and asked that this item be added on the agenda for the next meeting. Dave stated this matter was raised previously a year ago, but after discussion, there was no desire for the added cost. Nancy Haynes added that during the building design phase there were a lot of concerns raised about the financial feasibility of the project, and as a result certain value engineering had to be done. Chairman Suggs stated the awnings would still be discussed at the next meeting.

**Public Comments:** None

**Meeting Adjourned:** A motion was made by P. Walek and seconded by B. Berman to adjourn the meeting at 7:00 PM.