TOWN OF BLOOMFIELD
HUMAN SERVICES FACILITY BUILDING COMMITTEE MEETING

MINUTES

There was a meeting of the Human Services Facility Building Committee at 5:30 p.m. on Tuesday, October 15, 2019 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), David Melesko (Director, Leisure Services)

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

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

Minutes for September 17, 2019 were tabled until next meeting.

New Business:

Project Update (Downes) - Scott Scholl provided a project update report as of October 15, 2019. The total revised GMP is $19,802,572 with approved change order requests totaling $228,035 and an anticipated GMP of $19,963,966. 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 Completed:
- Spreading topsoil at west soccer fields; paving at access driveway
- Wood guide rail; concrete curb at access driveway
- Bollard lighting installation

Work in Progress:
- Pour concrete sidewalk along Park Avenue; form sidewalk along north field
- Complete topsoil screening and rough grade north field

Work to Start
- Spread topsoil at north fields
- Complete landscaping, i.e. trees and plantings
- Fine grade all fields
- Seeding activities at fields

David Melesko asked for details regarding the playing fields and further commented that Leisure Services and Department of Public Works should have been included in the discussions regarding excess soil placement at the playing fields. Scott Scholl responded that due to the excess remaining soil and to avoid a huge cost associated with removing and dumping the soil off site, they decided to move the berms and raise the north fields by a foot to have proper drainage. After a lengthy discussion, Chairman Suggs suggested that the David Melesko,
Department of Public Works, Yvette Huyghue-Pannell, Karen DePersia, Dave Symonds and Scott Scholl have a meeting to determine the best course of action.

Scott Scholl and Dave Symonds fielded comments and questions accordingly.

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

- Motion made by M. Weisman and seconded by B. Berman to approve COP #194 subject to the review of MPN not to exceed $596 for removal of 2X8 upper roof at east entrance. Motion was unanimously approved.

- COP #210 for $3,445 to relocate owner items. Motion made by B. Berman and seconded by A. Budkofsky. David Melesko stated that one of the items (two under-counter cash drawers in the Leisure Service main office) had not been installed in that area. David Symonds indicated there was an issue with the cash drawers so they have not yet been installed. Motion carried unanimously.

- COP #224 for $980 for miscellaneous drywall changes. Motion made by B. Berman, seconded by A. Budkofsky and unanimously approved.

- COP #231 for a net amount of $0 to install astragals and bondo door frames. Motion made by P. Walek, seconded by A. Budkofsky and unanimously approved.

- COP #232 for $4,359 for additional cleaning of existing building. Motion made by A. Budkofsky and seconded by P. Walek. Motion withdrawn in order to correct ticket information.

- COP #234 for $5,063 for protection for metal panel installation. Motion made by A. Budkofsky, seconded by B. Berman and unanimously approved.

- COP #248 for $2,027 shim out of square canopy blocking. Motion made by A. Budkofsky, seconded by B. Berman and unanimously approved. S. Caspersson inquired if all work completed for canopies and Dave Symonds responded yes.

- COP #260 for $1,783 for steel protruding form overhangs. Motion made by B. Berman, seconded by A. Budkofsky and unanimously approved. Yvette Huyghue-Pannell and David Melesko raised concerns regarding the water overflow drainage. David Symonds responded he would follow up on their concerns.

- COP #262 for $1,721 for infill block at elevator machine room door. Motion made by A. Budkofsky, seconded by B. Berman and unanimously approved.

- COP #266 for $7,894 to relocate EF-2 HVAC and COP #209 for $9,658 to relocate EF-2 (PR-43). Motion made by A. Budkofsky, seconded by B. Berman and unanimously approved.

- Scott Scholl discussed irrigation options for the play fields. He suggested installing piping prior to fine grading of all three fields. A proposal for $36,000 has been made to include all piping, lateral lines, GPS locator, labor and equipment. There are owner contingency funds to cover the cost to have the work done. The work does not include any water connections but allows for future connection to a water source. Lengthy discussion ensued at this time. Motion made by B. Berman and seconded by P. Walek to approve an order of magnitude not to exceed $40,000 to install piping for all three soccer fields. Motion unanimously approved.
**Project Update (CSG)** - Karen DePersia presented the updated budget report summary and change order tracking sheet. She explained her project budget report coincides with Downes’ financial summary report. There is $116,000 in the owner’s contingency. Mark Weisman asked Karen to have the change order tracking sheet resorted into categories and she stated she would do so.

**Project Update (MPN)** - Dave Symonds provided an update and overview regarding the open design request list. He explained the submittal from the subcontractor for the dedication plaque was emailed to the committee. All the comments from the Committee are completed up to the revision for Virginia Monteiro to indicate Recording Secretary. If there is any further edits needed, we need you to provide your comments by tomorrow so final revisions can be sent back to the subcontractor. Lengthy discussion ensued regarding relocating and creating more visible signage. Chairman Suggs suggested the Directors and Dave Symonds work together to develop a comprehensive plan to address the signage issues.

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

- Invoice #46528 from VanZelm Engineers for $1,643.60 for professional services. Motion made by A. Budkofsky, seconded by B. Berman and unanimously approved.
- Invoice #46609 from VanZelm Engineers for $889 for professional services. Motion made by A. Budkofsky, seconded by B. Berman and unanimously approved.
- Invoice #30435 for $8,105 from Moser Pilon Nelson Architects. Motion made by A. Budkofsky, seconded by B. Berman and unanimously approved.
- Invoice #792889 from Red Thread for $77,834.68 reflecting a portion of work completed. Motion made by A. Budkofsky and seconded by B. Berman. After a brief discussion the motion was withdrawn to allow for the invoice be further reviewed by Karen DePersia (CSG).

**Future Meetings:** A discussion ensued regarding future meetings being held monthly. A motion was made by Bob Berman and seconded by Alan Budkofsky to cancel the scheduled meetings for 11/12/19 and 11/26/19 and add special meetings on 10/29/19 and 11/19/19. Motion carried unanimously. Both meetings would be held in the Great Room of the Human Services Building, 330 Park Avenue. Bob Berman stated he would participate via teleconference on October 29th.

**Other Items from the Committee:** B. Berman inquired to the Directors regarding how the previous space for BATV is being utilized and asked that it be added to the agenda for the next meeting with recommendations. Dave Melesko stated the space is being used for programming.

Chairman Suggs asked for the last tree on the left side of the building be removed to create more visibility from the road.

**Public Comments:** None.

**Meeting Adjourned:** At 7:05 pm, a motion was made by P. Walek, seconded M. Weisman and voted unanimously to adjourn the meeting.