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 29, 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, Sten Caspersson, Lucille Morisse, Paula Walek and Vice Chair Mark Weisman

Absent: Bob Berman, Kevin Hussain and Elizabeth Washington

Ex-Officio members present: Camilla Hillian, (Director, Social & Youth Services), Dave Melesko (Director, Leisure Services)

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

Vice Chair Mark Weisman called the meeting to order at 5:35 PM.

Approval of Minutes for September 17 & October 15, 2019

This item was tabled.

New Business:

Project Update (Downes) – Scott Scholl provided a project update report as of October 29, 2019. The total anticipated GMP is $20,002,514 with approved change order requests totaling $251,544. The Owner’s contingency is $78,347.

Scott continued with a recap of the project schedule:

Work Completed:
  • Spreading topsoil at north soccer fields
  • Asphalt curb at front entrance

Work in Progress:
  • Sidewalk along Park Ave.
  • Form/pour sidewalk along north field
  • Landscaping
  • Exterior and remaining interior punch lists

Work to Start
  • Fine grade all fields
  • Seeding activities at all fields

Scott Scholl and Dave Symonds fielded comments and questions accordingly. Shop drawings for door openers are in progress and it looks like they should be completed in December.
Approval of COP’s (Change Order Proposals) – Scott Scholl presented the following COP’s and questions were fielded accordingly:

- COP #199 for $16,006 for courtyard lighting. Motion made by A. Budkofsky, seconded by P. Walek and unanimously approved.
- COP #232 for $4,732 for additional cleaning of the old building. Motion made by A. Budkofsky, seconded by P. Walek and unanimously approved.

Project Update (CSG) - Karen DePersia provided an update on the budget report summary and change order tracking sheet. There were no questions or comments.

Project Update (MPN) - Dave Symonds reported that MPN is addressing issues, including overflow drains, roof drain outlets, parking lot and island plantings. He provided an update on the soil and berm issue on the fields and a discussion ensued on options for consideration.

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

- Invoice #115 from CSG for $4,608.41 for owner’s project representation services. Motion made by A. Budkofsky, seconded by M. Weisman and unanimously approved.
- Application for payment #20 from Downes Construction Company LLC for construction management for $555,175.28. Motion made by A. Budkofsky, seconded by P. Walek, and unanimously approved.
- Invoice #7928896 from Red Thread for furniture for $77,834.68. Motion made by A. Budkofsky, seconded by P. Walek, and unanimously approved.

Future Meetings: Tuesday, November 19, 2019 and Tuesday, December 3, 2019. The regularly scheduled meetings of November 12, November 26, and December 10, 2019 will be cancelled. Meetings will be held in the Great Room of the Human Services Building, 330 Park Avenue. Bob Berman stated he would absent on September 17, 2019.

Other Items from the Committee: Paula Walek congratulated Dave Symonds on the birth of his daughter and asked about the signage, which is being worked on.

Alan Budkofsky asked about the dedication plaque and was advised the updated JPEG is being sent to the fabricator.

Sten Caspersson inquired about leaks. Scott Scholl advised there is a new leak that popped up on the 2nd floor and the roofer will be present on Friday November 1. Past leaks were investigated and are result of inadequate caulking and screw holes. In response to a question about warranty work going forward, it was advised that DPW has been provided a list of contractors who have responsibility.

Public Comments: None.

Meeting Adjourned: At 6:20 pm, motion was made by Paula Walek, seconded Mark Weisman and voted unanimously to adjourn the meeting.