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, November 19, 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: Yvette Huyghue-Pannell (Director, Senior Services) and David Melesko (Director, Leisure Services)

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

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

Approval of Minutes: Motion made by B. Berman and seconded by M. Weisman to approve minutes for 9/17/19. Motion carried. Motion made by B. Berman and seconded by A. Budkofsky to approve the minutes for 10/15/19 as amended. Motion carried. Motion made by A. Budkofsky and seconded by M. Weisman to approve the minutes for 10/29/19 as amended. Motion carried with one abstention by B. Berman.

New Business:

Project Update (Downes) - Scott Scholl presented the project update and financial summary as of November 19, 2019. The total revised GMP is $19,846,819 with approved change order requests totaling $272,282, pending change order requests totaling $148,513 and an anticipated GMP of $19,995,332. 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:
• Sidewalks along north field
• Irrigation at east fields

Work in Progress:
• Completing irrigation at north field
• Laser grading at east fields
• Roughing in electrical for auto door operators

Work to Start
• Seeding activities at fields

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

- COP #90 for $1,175 for roof edge detail at the south façade. Motion made by A. Budkofsky and seconded by Mark Weisman. Motion carried unanimously.

- COP #116 for a net amount of $0 for repair of miscellaneous damages from schedule acceleration. Motion made by P. Walek and seconded by A. Budkofsky. Motion unanimously approved.

- COP #129 for $3,201 to modify north canopies. Motion made by A. Budkofsky and seconded by Mark Weisman. Motion unanimously approved.

- COP #141 for net amount of $0 for EPDM protection at perimeter of gym. Motion made by P. Walek and seconded by A. Budkofsky. Motion unanimously approved.

- COP #215 for $59,105 for landscaping irrigation (lines/swing joints). Motion made by A. Budkofsky, seconded by M. Weisman and unanimously approved.

- COP #242 for $2,801 for installation of swing away grab bars in (2) accessible bathroom stalls. Motion made by A. Budkofsky, seconded by B. Berman and unanimously approved.

- COP #244 for $1,042 for closet and shelf adjustments. Motion made by A. Budkofsky and seconded by B. Berman. Motion unanimously approved.

- COP #263 for credit amount of -$20,000 for hazardous waste removal allowance reconciliation. Motion made by P. Walek and seconded by A. Budkofsky. Motion carried unanimously approved.

- COP #264 for credit amount of -$3,062 for ceiling allowance reconciliation. Motion made by P. Walek and seconded by A. Budkofsky. Motion unanimously approved.

- COP #272 for $4,158 to install panel board for icemaker. Motion made B. Berman and seconded by A. Budkofsky. Motion unanimously approved.

- COP #274 for a net amount of $0 for additional blocking at stair stringer. Motion made by P. Walek and seconded by A. Budkofsky. Motion unanimously approved.

**Project Update (CSG)** - Karen DePersia presented the updated budget report summary and change order tracking sheet as of 11/19/19. She explained the owner contingency and owner soft costs project budget aligns with Downes’ financial summary report including all pending and approved change order requests.

**Project Update (MPN)** - Dave Symonds provided an update regarding a request to conduct an inspection of interior and exterior signage on the site for the building and including identification of entry for the departments. A request will be made to the town to have the Board of Education sign removed. Upon a thorough review and follow up with the Directors, a written draft recommendation will be presented to the Building Committee. A lengthy discussion ensued. Questions and comments were fielded accordingly. David provided an update regarding the discussion that took place with David Melesko at the owner’s meeting about the berm. The Wetlands Agent notified us that some of the berm was placed in the regulated watercourse area. We met today at the location with the Wetlands Agent, DPW, N. Haynes, David Melesko, K. DePersia, and Stephanie White (Fuss & O’Neill) to determine alternative options for the relocation and placement of the berm, including identifying any contractual obligations of the excess material. Once we are
able to reconfirm the quantities and where to move it, we will present the best options to the committee. After a lengthy discussion, questions and comments were fielded accordingly. Chairman Suggs recommended to D. Symonds to do whatever we are able to work with the Wetlands Agent to resolve this issue.

Scott Scholl gave an update regarding the lighting controls issues in the interior and exterior of the building. He explained that the lighting manufacturer technician travelled to CT to address the lighting control issues and system errors. Upon further testing, the network bridge was replaced and the system was re-programmed. Scott explained most of lighting control issues adjustments have been completed. There are few items that are still being addressed. Sten Caspersson commented that at election night he noticed that were was a portable lighting system on the building exterior. Nancy Haynes provided me a detailed summary of the lighting issues. He also noticed tonight there is a row of lights along entrance of the building that are not working. Sten inquired if there are any incurred costs for the repairs/adjustments and Scott responded no. David Symonds explained there is a year warranty that covers the repairs and adjustments. Sten recommended to have a longer extended warranty that would cover repairs and equipment replacement. Scot suggested that we first determine if the issues have been resolved and if not, we can look into the suggestions. Further questions and comments were fielded accordingly.

Scott discussed the functioning issues with the security system and sliding doors. Stanley Company replaced the sliding door sensor and ECI security contractor repaired the security system issues. Questions were fielded accordingly.

**Approval of 2020 Meeting Schedule:** Nancy Haynes presented the 2020 meeting schedule. P. Walek made a motion and seconded by M. Weisman to approve the schedule subject to change. Motion unanimously approved.

**Approval of Invoices:**

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

- Application for payment #21 from Downes Construction Company, LLC for $198,746.77. Motion made by Paula Walek and seconded by Alan Budkofsky for approval. Mark Weisman inquired about the fees in the invoice for general requirements, conditions, and CM fees are at 100% but the project completion is at 97%. Scott explained that the fees are based on the original schedule. There are Change Order’s that have been approved contractually are reflected in the billing at 100%. We have exhausted our costs contractually for general condition, requirements and CM, but there is still work to be done. After a lengthy discussion, Mark offered an amendment to the motion subject to Nancy Haynes’ review of Downes’ contract in relation to general requirements, general conditions and CM fees. A. Budkofsky and P. Walek accepted the amendment. Motion carried unanimously.

- Invoice #125202 for $10,954 from Ockers Company for IT services and equipment. Motion made by P. Walek and seconded by A. Budkofsky. Motion unanimously approved.

- Invoice #125267 for $6,954 from Ockers Company for IT services and equipment. Motion made by P. Walek and seconded by M. Weisman. Motion unanimously approved.

- Invoice #125221 for $500 from Ockers Company for IT services and equipment. Motion made by P. Walek and seconded by M. Weisman. Motion unanimously approved.

- Invoice #125800 for $5,209 from Ockers Company for IT services and equipment. Motion made by P. Walek and seconded by M. Weisman. Motion unanimously approved.
• Invoice #116 for $4,608.41 from CSG owner’s for project representation services. Motion made by P. Walek and seconded by M. Weisman. Motion was unanimously approved.

• Invoice #786113 from Red Thread for $197,024.84 for Furniture, Fixtures and Equipment (FF&E). There are (2) furniture items to be repaired. Karen DePersia recommended approval of the invoice for $5,000 less than amount requested. After a lengthy discussion, a motion was made by Mark Weisman and seconded by Paul Walek to approve payment of $192,024.84. Motion carried unanimously.

**Future Meetings**: Next scheduled committee meeting will be Tuesday, December 3, 2019 in the Great Room of the Human Services Building, 330 Park Avenue, Bloomfield, CT.

**Other Items from the Committee**: Paula Walek wished everyone a Happy Thanksgiving Holiday.

**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.