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, December 3, 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), and David Melesko (Director, Leisure Services)

Also present: Nancy Haynes, Purchasing & Risk Manager, 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 P. Walek and seconded by M. Weisman to approve minutes for 11/19/19 as amended. Motion carried.

Motion was made by A. Budkofsky and seconded by B. Berman to add to the agenda under New Business: Furnishings in the Senior Center. Motion carried.

New Business:

Project Update (Downes) - Scott Scholl presented the project update and financial summary as of December 3, 2019. The total revised GMP is $19,894,599 with approved change order requests totaling $320,062, pending change order requests totaling $100,652 and an anticipated GMP of $19,995,251. 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 all fields
- East fields are laser graded

Work in Progress:

- Laser grading at north fields (currently on hold due to the snow)
- Roughing in electrical for auto door operators

Work to Start:

- Seeding activities at fields (currently on hold due to the snow)
A lengthy discussion ensued regarding exterior and interior signage for the building including way-finding signage. Chairman Suggs suggested that Directors and Dave Symonds meet to develop recommendations. Scott Scholl and Dave Symonds fielded additional comments and questions accordingly.

Dave Symonds provided an update regarding the three options to address the excess site berm material in the regulated wetlands area, which has to be relocated. After a lengthy discussion, motion was made by M. Weisman and seconded by P. Walek to approve the authorization request from Fuss & O’Neill for civil engineering work not to exceed $8,000 pending the approval of Option #1 by the working group. Motion carried.

**Project Update (MPN)** - Dave Symonds provided an update regarding the request to replace a staff desk in the main office of the Senior Services department. The quote from Red Thread for the desk is $2,042. The remaining items on the open design request spreadsheet would have to be priced again by Downes due to the lapse in time. Scott Scholl commented that the dedication plaque is on order.

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

- Application for Payment #22 from Downes Construction Company, LLC for $130,759.92. Motion made by Bob Berman and seconded by Alan Budkofsky for approval. Mark Weisman asked for clarification on whether the invoice was a revision of the previous invoice. Nancy Haynes explained due to a misunderstanding of the discussion at the November committee meeting, the previous invoice was paid. However, upon receiving the payment, Scott Scholl from Downes notified her of the discrepancy. The Application for Payment #22 reflects the credit for the CM fees. Motion carried.

- After a discussion, a motion was made by Paula Walek and seconded by Bob Berman to approve the purchase of a new desk for $2,042 for Marie in the Senior Services front office. Motion carried.

**Future Meetings:** Next scheduled committee meeting will be Tuesday, 1/14/20 and Tuesday, 2/11/20 in the Great Room of the Human Services Building, 330 Park Avenue, Bloomfield, CT. M. Weisman indicated he would absent on 2/11/20.

**Other Items from the Committee:** Bob Berman distributed a listing of Change Order expenses for review and to be discussed at the next meeting. Sten Caspersson inquired if the Directors were having any issues with exterior or interior lighting. Camilla Hillian mentioned the timers in the reception and waiting areas of the Social & Youth Services department need to be adjusted. Chairman Suggs commented the lights on the east side of the building are out. Scott Scholl responded he is aware of this and it would be addressed.

**Public Comments:** None

**Meeting Adjourned:** At 6:35 p.m., a motion was made by P. Walek, seconded B. Berman and voted unanimously to adjourn the meeting.