

Avon Designer Selection Committee  
Thursday, June 27, 2019  
6:03 p.m.

TOWN OF AVON  
2019 DEC -6 A 8:31  
TOWN CLERK

**In Attendance:**

Tracy Self, Chair  
Elaine Dombrosky  
Chuck Comeau  
Jay Suzor  
Alex Sinclair

**Guests:**

Mike Josefek, ACG  
Don Velozo, Sr. Project Mgr., ACG  
Jeff Bukunt, Avon's Police Chief

The Avon Designer Selection Committee met at Town Hall on Thursday evening, June 27, 2019, at 6:03 p.m.

Jay Suzor called the meeting to order and turned it over to Don Velozo, who began with a review of his Previous Meeting Minutes. He went through the following:

Item #17.1 - Budget. The revised budget is now \$5,894,078.53.

Item #15.3 - Contract Modifications. The electrical room - this has not been settled yet. It is still pending. This item was put on hold.

Item #21.1 - Contract Modifications. The Committee approved the PCO's, which totaled \$21,432.32.

Item #12.1 - Schedule. Page is not substantially complete. They have not indicated when they will be. Mike Josefek mentioned that the threshold for substantial completion is when the building is ready for its intended use or when the value of the remaining work is less than 1% of the entire contract. Substantial completion is a Milestone Event which triggers the start of warranties.

Item #14.2 - Civil. This item was closed (septic).

Item #18.6 - FF&E Procurement. This item was closed.

Item #19.3 - Quality Control. FYI only - CBI is tracking several QC issues on their field report log.

Item #20.9 - Quality Control. Comcast has not completed their installation. They are behind schedule.

The next item on Don's agenda was the Change Order Log. Don explained that Coax Cabling for TV location was put in - immediate approval was required because of the project schedule. The cost was \$1,076.34. It was a Design/Architect error (CO 86). Jay made a motion to approve the

invoice for the Coax cabling for the TV locations. Elaine Dombrosky seconded the motion. There was no discussion. The motion was carried unanimously.

Mike brought up the gutters and said maybe they should get someone else in to put them up - not Rossano. Don said they need to request a credit from Page for the Clerk of the Works Overtime. Don mentioned a FF&E Change Order (equipment) for connecting the wires over the garage doors. It was for \$908.00.

Don now gave a budget update. He brought up the Owner's Contingency. The number they have is -\$1,303.98. Don went through where we stand today. At this time Elaine asked Chief Bukunt about the window treatments and what his investigation came to. Chief Bukunt said he had gotten quotes from Budget Blinds and Finally Done. The Chief was looking for a number from Budget Blinds for 17 large windows; 2 for the interview rooms; 1 in Dispatch and 1 for the Administrative Assistant's office (21 in total). They came up with a number of \$7,880.31. He received a number for the same windows from Finally Done for \$8,300.00.

Chief Bukunt said he wants to make sure they are compared apples to apples and the quality is the same from each company. Every window would have the same blind. The blinds roll down flat. He showed a sample of the material. It is light and looks good from the outside. The price would include tax, installation and shipping. He was asked about labor. Is that included? Don brought up prevailing wages - to the person who would be putting them up. The Chief said he does not want to put this off and he would appreciate it if the Committee could vote on it now for the \$8,300 as there is a couple of weeks turn around time.

Elaine said because Tracy and Chuck were not there yet, they should wait for everyone to agree upon it. They needed to know where the money was coming from. Don said he thinks they will need a meeting in two weeks to finalize many different things. They are very close to the budget number now and everything is not in yet. Elaine said they will put this item on hold until the entire Committee is there.

Don went back to his agenda and went through Pending Issues. He briefly spoke about the following:

- Jail Cell HVAC Grills - they need to be smaller - an issue to be resolved
- Lighting at Garage Man Door
- Exit Sign in Booking
- Punch List - ACG had over 200 items to be completed. The Designer went in and he didn't have as many issues as ACG had.
  - ✓ Roof - Don spoke about the letter from Belcour regarding the roof. Mike said the Committee needs to hold fast until it is done correctly. ACG wants to make sure they get what they paid for.
  - ✓ Doors/Storefront - they need more aluminum to fix it.

Continuing on, Don talked about moving into the Station. Regarding Dispatch - according to his estimation - ENE is there and they should be done by Friday.

DPH Inspection - ceiling register issue in the cells - an issue to be resolved. Don said they are having a meeting on Monday to discuss these issues. He did say these issues are not necessarily the Contractor.

At this time Tracy Self and Chuck Comeau joined the meeting. Chuck asked Don about the punch list and what is going on with it. Having already discussed it, Don explained it once more to Chuck and Tracy. He also mentioned that Page is not at 99% completion - they are at 98.6% and they don't meet the test. Don said for them to wait until everything is done before they take over the building. By doing that, the Town has leverage.

Mike said there are other issues on the outside of the building. He mentioned the lawn - it's supposed to be weed-free, etc. Conservation, ConComm and others need to come down and inspect to sign off. Chuck asked about Dispatch. Mike said they could possibly move in July 22<sup>nd</sup>. Jay brought up the door issue. It's just not closing snugly - it's a security issue.

Now that the entire Committee was there, Elaine explained to Tracy and Chuck about the blinds that the Chief wants to get for the windows in the Station. Tracy said the budget is very tight. The Chief went over the same information with Tracy and Chuck that he had already given to the rest of the Committee. The Chief said they have to have privacy so they need to get them. The Committee and ACG spent some time now looking at the budget and where they could possibly get the money for the blinds. Once they went through the numbers Chuck made a motion they vote to approve the line item for window treatments "not to exceed \$8,300." Jay seconded the motion. It was unanimous and the motion carried.

Don said to go for the best price and value. The Chief was going to call the two companies back and say they have several bidders so could they give them their best, last and final bid. Tracy asked for a motion to allow the chief to pursue window treatments at "not to exceed \$8,300". Jay seconded the motion. There was no discussion. It was unanimous and the motion carried.

Continuing, Don said there was going to be a meeting on Monday with the Architect, the Building Department and the Contractor to go over things.

Next on Don's agenda were the Project Invoices. He said they are all legitimate and they can be paid. He explained each and every one to the Committee. The Invoices totaled \$295,453.22. Tracy brought up some bills she's received from Comcast and Columbia Gas for the new Police Station. Chuck asked where is the money coming from to pay for these bills? He suggested that maybe by July 1<sup>st</sup> the Police could start taking over these bills for the new building. The Committee discussed who is going to be responsible for them.

Tracy now entertained a motion to pay all of these invoices/bills minus the June Invoice for CBI (\$2,840.75) making a total of \$292,990.06. Jay made the motion to pay the bills minus the June Invoice for CBI. Alex seconded the motion. There was no discussion. It was unanimous and the motion carried.

With nothing else to discuss on the Police Station Project, the Committee and ACG moved on to the Fire Station Project. Tracy mentioned she had two executed contracts for the Fire Station.

Don began with the Budget. He passed out the Budget sheet to the Committee and went briefly through the numbers. He then went on to the Previous Meeting Minutes, discussing Budget and Scope.

Moving on with the Fire Station Project, Don brought up Project Invoices. He said they had one from ACG for the period of June 1<sup>st</sup> through the 30<sup>th</sup> for \$11,600. Jay made the motion to pay the \$11,600 to ACG. Chuck seconded the motion. There was no discussion and the motion carried.

Next, the OPM's Monthly Update. Don reviewed the following:

- Designer Contract Preparation with Town Counsel
- Notified Finalist Not Selected
- Reviewed Designer's Contract Prerequisites for Compliance with Contract
- Attended Board of Selectmen's Meeting for Award and Execution of Designer Contract

Next item on Don's agenda was to discuss their Next Steps. Don said they need to set up a meeting with the Designer. After a short discussion a Kick-off Meeting with the Designer was set up for Tuesday, July 2<sup>nd</sup> at 11:00 a.m.

Tracy brought up the email which she sent to the Committee regarding the plaque for the front lobby of the new Police Station. Tracy was looking to see which way they were leaning on what kind of plaque should it be. What was their preference? Should they add anyone else on it, etc.? After a short discussion, Chuck made a motion to accept the Committee plaque with the names as listed on the email. Jay seconded the motion. There was no discussion and the motion carried.

The next item on Tracy's agenda was the approval of the Meeting Minutes of May 14<sup>th</sup>, 2019; May 28<sup>th</sup>, 2019 and May 30<sup>th</sup>, 2019. Tracy asked if anyone had any questions or comments on any of them. No one did, so Jay made a motion to approve the Meeting Minutes of May 14<sup>th</sup>, 2019 as read. Alex seconded the motion. There was no discussion and they were unanimously approved.

Jay made a motion to approve the Meeting Minutes of May 28<sup>th</sup>, 2019 as read. Alex seconded the motion. There was no discussion and the Minutes were unanimously approved.

The final Minutes to be approved were the Minutes of May 30<sup>th</sup>, 2019. Jay made the motion to approve the Meeting Minutes of May 30<sup>th</sup>, 2019 as read. Alex seconded the motion. There was no discussion and the Minutes were unanimously approved.

Finally, the next meeting was scheduled. It will be held on Thursday, July 25, 2019, at 6:00 p.m. With no further business to discuss, Tracy entertained a motion to adjourn. Jay made the motion to adjourn with Alex Sinclair seconding that motion. There was no discussion and the meeting adjourned at 8:25 p.m.