

Avon Designer Selection Committee
Tuesday, June 9, 2020
4:30 p.m.

TOWN OF AVON
2020 JUL 31 P 12:48
TOWN CLERK

In Attendance:

Tracy Self
Elaine Dombrosky
Jay Suzor

Guests:

Mike Josefek, ACG
Don Veloza, ACG
Greg Devlin, ACG
Mark Saccoccio, Saccoccio & Associates
Kyle Robinson, Saccoccio & Associates
Robert Spurr, Avon's Fire Chief

The Avon Designer Selection Committee had a video conference call on Tuesday, June 9, 2020, at 4:30 p.m.

Tracy Self called the meeting to order. She then turned the meeting over to Don Veloza to go through his agenda. He began with the Minutes of April 27th. He stated that the budget was \$3,592,525, but it is now \$4,124,733. He said that is the construction budget.

Don then put the budget up on the screen for everyone to take a peek at and went through some of the numbers. The \$4,124,733 number only gives us a contingency of \$104,000. It needs to be over \$200,000. Don said there were items penciled in, such as:

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|-----------------------|----------|
| ➤ Access Control | \$70,000 |
| ➤ Communication Radio | \$21,000 |
| ➤ Telephone | \$14,000 |
| ➤ IT | \$15,000 |

Don said these were items Mark is going to procure. Mark said he hasn't done anything on these as yet.

Don continued with a line item - Utility Charges. He had \$40,000, but the Engineers think that \$25,000 was realistic. He noted that the charges from the gas company are crazy right now. Don said what the budget is right now, having a contingency of \$104,000. He said it was a work in progress.

Don now went on to review his Meeting Minutes. He started with:

Item #4.1 - Budget. The low bid of \$4,124,733 was received from P&P Contractors, Inc. Security, IT equipment, telephone and communication equipment scope is not included in the bid price. ACG estimated budget placeholders for this work. The overall project budget is \$5,215,140.

Item #11.0 - Budget. Don will update the new number.

Item #11.1 - Procurements. The Committee voted to authorize Partners, Inc. to relocate IT equipment and telephone equipment for the sum of \$3,560.05. Comcast has been scheduled to get this work done and Partners will start Friday.

Item #11.3 - Miscellaneous. The abutter, Robert Ogilvie, expressed concerns over privacy and he requested an on-site meeting with the Town to review the site plan. Tracy spoke with Greg Enos and he said, "No, she can't do it." A short discussion ensued on this.

Item #12 - Schedule. This was regarding ACG scheduling a Construction Kick-off Meeting. Don asked if any member of the Committee could attend? Mike Josefek asked if a Wednesday at 2:00 p.m. would work for anyone? Chief Spurr added there will have to be a Construction Kick-off Meeting in relation to the permit. The Building Inspector will not issue a permit without it. It may make sense to wrap this all into one meeting. Mark spoke and said they did that with the Police and they missed a lot of information. He thinks it should be a Construction Kick-off Meeting and the Building Inspector has to attend to talk about his stuff.

Don said at this meeting they have more to discuss than the permit. Don will try and set up a meeting for a Wednesday afternoon. Tracy asked if they would meet in person or via Zoom. Don said probably Zoom, with Mike thinking it was better to have a face to face with everyone as they don't know who these people are. Chief Spurr said they could hold it inside in the apparatus bay.

Item #11.4 - Safety and Security. The Covid-19 restrictions were to be put into the contract. This item was closed.

Item #11.5 - Permitting. This was regarding Rodent Abatement. They will request a letter when the contract is signed. It has to be done two weeks before construction begins.

Item #9.4 - Schedule. This item was regarding the Bid Docs. This item was closed.

Don now brought up the Contract Award and asked if it was on the agenda for the 11th.

Continuing on with his agenda, Don brought up the regular weekly meetings in the job site trailer. He asked if there was a specific time for them to meet - 8:00 - 9:00 a.m.? Mark said why don't they tentatively set it up for Thursdays - 8:30 - 9:00 a.m.? Don then asked for the Committee's feedback. Chief Spurr noted that Thursdays are a good day. Tracy said for the Committee, the earlier the better. Mark said Thursdays at 8:30 a.m. are fine.

Moving right along, Don now brought up the Project Invoices. There were two of them. One for ACG for \$1,600 and one for S&A for \$22,510, making a total of \$24,110. Tracy said they will look at them.

Next up, the Designer's Update. Mark briefly gave an update on:

- VE Options
- Owner's Vendor Procurement

The final item on Don's agenda was the Owner's Concerns. He brought up the veneer brick and Tracy said she would like to keep it. Permit Fees, wood arch and equipment were also discussed. Tracy said she does not want to see the masonry go away.

Mark mentioned the general permit fees run around \$35,000 and the sub fees around \$15,000, making a total of \$50,000.

Don asked Tracy about the wood arch - what was it? Mike said it was the truss in the apparatus bay. Chuck had mentioned he did not want to change anything structural. Mike added that they want to see what the contractor was going to charge for these things. He said they have time to analyze these things and what he is going to charge us. Mike said they need to get the contractor on board and get his schedule of values. Let's see if they are realistic.

Don asked if anyone had any other concerns? No one did. So at this time ACG left the meeting.

Tracy now brought up the two invoices for ACG and S&A and entertained a motion to pay them. Jay made the motion to pay ACG \$1,600 and S&A \$22,510 making a total of \$24,110. Elaine seconded the motion. There was no discussion and Tracy took a roll call vote with Jay, Elaine and Tracy saying "Aye." It was unanimous and the motion carried.

With nothing else to discuss, Tracy asked for a motion to adjourn. Jay made the motion to adjourn with Elaine seconding the motion. It was unanimous and the meeting adjourned at 4:59 p.m.