

Avon Designer Selection Committee  
Thursday, July 30, 2020  
4:32 p.m.

TOWN OF AVON  
2020 AUG 28 A 8:31  
TOWN CLERK

**In Attendance:**

Tracy Self  
Alex Sinclair  
Jay Suzor

**Absent:**

Elaine Dombrosky  
Chuck Comeau

**Guests:**

Mike Josefek, ACG  
Greg Devlin, ACG  
Robert Spurr, Avon's Fire Chief  
Steve Hallissey, Avon's Deputy Chief  
Kyle Robinson, Saccoccio & Associates

The Avon Designer Selection Committee had a video conference call on Thursday, July, 30, 2020, at 4:32 p.m.

Tracy Self called the meeting to order and then turned it over to Greg Devlin from ACG to review his Meeting Minutes. He began with:

Item #4.1 - Budget. The low bid of \$4,124,733 was received from P&P Contractors, Inc. This item was closed.

Item #11.0 - Budget. This item was closed.

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. This item was closed.

Item #12.0 - Procurements. S&A to work on procuring Security, IT Equipment, Telephone and Communication Equipment scope. Kyle gave an update on this as well as Chief Spurr.

Item #12.1 - Procurements. S&A requested a copy of the overall project budget. All set - this item was closed.

Item #11.3 - Miscellaneous. They met with Mr. Ogilvie, the abutter who expressed concerns over privacy, the buffer zone and drainage. There are no issues right now. Tracy had told him that the tree clearing was going to happen this week. This item was closed.

Continuing on with the Monthly Report, Greg gave an update on the following:

- Weather - no adverse weather occurred which impacted work
- General - P&P began work mid-month. Construction trailers, construction fences and temporary utility have been installed.

- Site and Earthwork - Tree clearing commenced, but was stopped when ACG discovered that P&P's sub-contractor's workers did not possess OSHA cards.
- Plumbing - Demolition, cut, cap, and make safe of former Police Station plumbing is complete.
- HVAC - Demolition of former Police Station HVAC systems is complete.
- Electrical - Demolition of former Police Station Electrical system is complete.
- Demolition and Abatement - Hazardous materials in the former Police Station wing were abated, and the wing was demolished.
- Schedule - The contractor was falling behind his original schedule. He has been fairly aggressive in getting up to speed.
- Contract Modification - P&P has been notified that a deduct change order will be accepted in lieu of Building and Trade Permit fees.
- Issues:
  - Stub Pole Removal - N-grid requested the Town pay to relocate a stub pole which was installed behind the Fire Department to support utility poles on Main Street. ACG contacted N-grid and requested a reason why the Town would be responsible for paying to relocate a pole whose sole function is to support N-grid's equipment on the south side of Main Street. Update: N-grid will pay the cost for the relocation.

Greg now brought up the next item on his agenda, the Designer's Progress Report. Kyle Robinson mentioned a few submittals he wanted to go through, such as light fixtures, etc. He wanted to go through them with everyone to show what they are going to look like. Chief Spurr asked if they are dim-able. Kyle said he would check on that.

WAC Lighting - he mentioned the ceiling, wall mount and pendant mounts and explained them while he showed pictures of each. They are all LED fixtures.

Exterior Mounted Fixtures - Kyle gave some suggestions of them being in silver and black finishes. White could also be an option (MERW-G).

Main Corridors - canned lighting - surface mounted.

Mike Josefek commented that the ceiling grids are laid out in a room to make sense. He told Kyle to have the contractor have a pre-ceiling meeting with S&A. Kyle said he recommends white to blend in with the ceiling. Chief Spurr agreed.

Exterior Lights over the Door, Exits - Simple black fixtures - die-cast aluminum. Chief Spurr suggested silver for uniformity, instead of black. Kyle will check on this.

Back Doors - "Emergency" will be a single fixture. Kyle will see what the grey looks like.

Site Lighting - Kyle will get the colors to look at. Chief Spurr wants them all to look like they belong together - uniformity.

Flagpole - Ground mounted fixture.

Alex Sinclair asked about the building out back. Kyle said it would be covered by the pole lights. Steven Hallissey asked if there would be anything in the back between the two buildings. Right now there are 2 spotlights. Kyle said he would check on this too.

Recessed Light Fixtures - Mike asked Kyle to check the ceiling height before they buy the lights to make sure they get the correct ones.

Storage/Utility Room Lights - typical utility surface mounted lights. They are all LED lights.

Stairwell Lights - it's a utilitarian light.

Kyle now brought up plugs and outlets. What color? Stainless steel covers? White covers? They put this on hold for now.

The next item on Greg's agenda was Vendor Procurements. Kyle brought up the Security and Access Vendors. He said right now they are getting two other bids and he will share them once they have all 3 bids.

Kyle said he had spoken to Partners regarding the telephone system and they have revised their quote - it is now \$1,820 total. He said they recommend that it be approved and procured through the Town. Kyle would like to set up a call with the Chief and Partners.

The next one was Comtronics, the radio vendor for \$20,707.17. Chief Spurr said this quote seemed reasonable.

Mike brought up the Security and Access Control Vendor again. He asked Kyle when did he think he would have the final packages ready for the Committee to look at. Mike told him we need this ASAP. Kyle will work on it.

Greg now went on to the next item, which was Project Invoices. They were for:

ACG for June	\$ 5,000.00
ACG for July	\$ 15,800.00
S&A for June	\$ 22,510.00
S&A for July	\$ 6,925.51
P&P Application #1	<u>\$186,793.75</u>
Total	\$225,103.17

Greg said they will be sent over electronically to Tracy. At this time Tracy entertained a motion to pay these invoices. Jay Suzor made the motion to pay the above invoices, which totaled \$225,103.17. Alex Sinclair seconded the motion. There was no discussion. Tracy asked for a vote with Alex, Jay and Tracy all saying "Yes." The motion carried unanimously.



Tracy said they now need to approve the Meeting Minutes from May 6, 2020; May 14, 2020; May 19, 2020 and June 9, 2020. She asked if anyone had any comments or concerns on any of them. No one did so she then entertained a motion to approve these Minutes. Jay made the motion to approve all of the Meeting Minutes of May 6<sup>th</sup>, May 14<sup>th</sup>, May 19<sup>th</sup> and June 9<sup>th</sup> as read. Alex seconded the motion. There was no discussion. Tracy asked for a vote with Jay, Alex and Tracy all saying "Yes." It was unanimous and the motion carried.

The next meeting was now scheduled. It will be held on Thursday, August 27<sup>th</sup> at 4:30 p.m.

Greg brought up one more Project Invoice. It was for the Police Station Project and it was for MEC Systems - Carport WAP Wiring for a total of \$1,150.00. He will send it over electronically to Tracy. Mike said it can wait until the next meeting.

With nothing else to discuss, Tracy entertained a motion to adjourn. Jay made the motion to adjourn with Alex seconding the motion. There was no discussion. Tracy asked for a roll-call vote with Alex, Jay and Tracy all saying "Aye". It was unanimous and the meeting adjourned at 5:18 p.m.