

CALENDAR HOUSE BUILDING COMMITTEE

February 21, 2018

Minutes

PAUL CHAMPAGNE, CHAIRMAN, called the meeting to order at 4:33 p.m. at the Calendar House, 388 Pleasant Street, Southington, CT with the following members in attendance: Mark Lovely, Severino Bovino, Mark Sciota, Ralph Warner.

Also in attendance:

Robert Verderame ~ Executive Director

Al Kalvaitis ~ BL

Michael Newton, Ricardo Anderson ~ KBE

A quorum was determined.

4. Report from Architect

Mr. Kalvaitis congratulated everyone on a good soft opening Tuesday. People were happy with what they saw. There is some remaining furniture due to arrive this Thursday. Window blinds will be installed tomorrow. He stated there were some items for the committee to consider purchasing. He has two quotes from WB Mason for storage cabinets for the multipurpose room. Mr. Sciota stated the multipurpose room is designed to be open and would like look at the area first and see where it would be going. The next item for consideration are stand alone shelf cabinets to go below the audio loop in each of the eight rooms that have it. The price for each would be approximately \$500 each. This is for additional storage to go below the shelf on the wall. Mr. Sciota requested quotes from each vendor on the FFE list.

5. Report from Construction Manager

Mr. Newton stated Mr. Anderson is working on getting the punch list done. Abatement on the old building is scheduled to begin Monday. Ricky is working with town to get utility disconnects for the week of March 12 and hopefully get the demo permit shortly thereafter. He stated the fire department was in the building today and was looking at two sets of doors in hallway and multipurpose room and asked to put electric holds in them so that in case of a fire the doors will automatically shut. This entails installing a wall mount device that is tied into the fire alarm. After discussion, the committee agreed they were under the impression after the fire inspections were completed and signed off on they were all set and asked Mr. Newton tell them that. Mr. Newton stated the plaque will be installed prior to the ribbon cutting ceremony. He had one change order request for outlets for three roll down projection screens in the amount of \$1,490.23.

Motion to approve change order, as stated, in the amount of \$1,490.23, seconded and approved unanimously on voice vote.

6. Report from Executive Director

Mr. Verderame stated the new building is beautiful. He said the pool tables need to be fixed a bit and one of the ping pong tables has a broken corner. Mr. Kalvaitis stated once the material arrives it will be installed. Mr. Verderame asked if waste baskets and clocks for each room had been ordered? Mr. Kalvaitis stated they were not and we can use what we had previously. Mr. Sciota stated for consistency, the same clocks should be used in each room and we should also have new waste baskets. He asked for quotes from vendors. Mr. Verderame also requested recycling bins for paper. Mr. Verderame stated the health inspector was in and a few items were still needed such as soap dispensers and paper towel holders for three sinks which they went out and got. Mr. Champagne asked about a sprayer for the kitchen? Mr. Verderame stated there are three sinks in the kitchen with only one faucet in the middle and no sprayer. It needs to be looked at as it is needed. There is a pot filler near the stove. Mr. Verderame also requested two signs for the bathrooms be installed from the ceiling directing people to the restrooms. Mr. Kalvaitis will look into this. Mr. Verderame thanked Mike, Ricky and Paul for all their help last week, the place is beautiful.

7. Public Communications

Carol Brown, 548 Hobart Street, Southington, CT ~ stated she wants to make sure a sprayer gets installed in the kitchen as it is needed. She also stated the hole in floor where water goes is splashing water. Mr. Anderson stated he will come over tomorrow after lunch and look at what can be done about that.

Clifford Snow, 143 Debbie Drive, Southington, CT ~ complimented the building committee, architects and construction company for a super job on this building. Many times he looked at the drawings and did not imagine the physical size of the building and the rooms. He appreciated all for a job well done.

8. Approval of Invoices

Motion to approve invoices as presented, seconded and approved unanimously on voice vote.

9. Other business to come before the Committee

Mr. Champagne thanked Mr. Verderame and his entire crew for their hard work moving in last week. They put in many long hours to make sure the building was ready to open.

At this time the committee toured the building with the architect and construction managers.

After the tour, the committee agreed to meet once a month, on the third Wednesday of each month. Next meeting will be March 21, 2018.

10. Adjournment

Upon a motion made and seconded and voted unanimously on voice vote, meeting adjourned at 5:32 p.m.

Submitted,

Paul Champagne
Chairman