

CALENDAR HOUSE BUILDING COMMITTEE

January 17, 2018

Minutes

PAUL CHAMPAGNE, CHAIRMAN, called the meeting to order at 4:34 p.m. at the Calendar House, 388 Pleasant Street, Southington, CT with the following members in attendance: Mark Lovely, Paul Shupenko, Ralph Warner.

Also Present:

Robert Verderame ~ Executive Director

Al Kalvaitis ~ BL

Michael Newton, Ricardo Anderson, Mike Kolokowski ~ KBE

A quorum was not determined. The meeting began with administrative reporting.

4. Update from Architect

Mr. Kalvaitis stated work is continuing very well on the interior building. He asked about signage and if the committee is interested in having BL design the sign and prepare a proposal for PZ approval.

Mr. Sciota arrives (4:35 p.m.), Mr. Bovino arrives (4:36 p.m.). A quorum was determined.

Mr. Sciota stated the town has a standard sign for all municipal buildings, white background, black lettering and the town seal. BL can put a proposal together for the exterior sign with the town standards. Two signs will be needed, one on Hobart St. and one on Pleasant St. Mr. Kalvaitis will go to PZ for sign locations. Kyle Niles from Sign Pro contacted Mr. Verderame about the sign. Mr. Sciota stated Sign Pro does the municipal signs for the town. It was also discussed and decided to include "Senior Center" under Calendar House on the sign. Mr. Verderame stated plaques need to be relocated before the demo of the building. Mr. Sciota stated historically we don't take plaques from buildings to put in new buildings. The plaques go to the historical society and are stored there. It was agreed Mr. Verderame will contact them.

Mr. Kalvaitis gave an update on the furniture delivery. They will meet with KBE to do a punch list on February 1 and deliveries will begin February 5-16. They will coordinate staging areas with KBE. Mr. Kalvaitis passed copies of the commemorative plaque to the committee. Some revisions are needed: correct the spelling on last name for Mark Lovely; add a middle initial V. to Severino Bovino, add Jr. to Ralph Warner; remove Mark Sciota Town Attorney put his name only with building committee. Mr. Kalvaitis will check with his signage department and offer a vendor to supply this plaque. Mr. Verderame will double check spellings of all names and the year the referendum passed to list those members of the Town Council. Mr. Newton stated he needs to know the location where this plaque will hang and the height so they can open the wall and put blocking in.

3. Acceptance of Minutes

Motion to approve minutes of the December 20, 2017 meeting, seconded. Mr. Shupenko requested the amount for the fence be corrected from \$2,046.09 to \$2,046.98. Minutes approved unanimously, as amended, on voice vote.

Mr. Shupenko stated he has the quote for TV's which includes brackets. Mr. Kalvaitis stated brackets are included in the bid, although there could be price difference because the size of the TVs are have changed.

5. Report from Construction Manager

Mr. Newton introduced Mike Kolokowski, one owner of KBE. Mr. Kolokowski stated he came to meet the committee and that the building is looking very good. Mr. Newton stated the building is nearing completion and coming together nicely. Ceiling inspections are completed and acoustical ceilings are done. Flooring is nearing completion and carpet is installed in offices. One room of sport flooring is installed and the multipurpose room will start on Monday. Lots of millwork is being installed, cabinets are in and the lean rail is installed with the exception of the multipurpose room. Toilets are mostly complete, grab bars go in next week, flushing and water testing are being done. The health department was in today and they are happy with the location of everything. Final inspection will take place once oven and cook top are removed. They are looking at a final cleaning between January 29-31. They will meet with BL on February 1 to do punch list and allow furniture deliveries to begin on February 5. They are scheduling final inspections with building department to get TCO by the end of month. Cox is coming in tomorrow to install phone lines then the fire suppression system can be tested. Room signage was started today and is underway, interior doors and hardware are

installed. They have a meeting with the demo and abatement contractors and are looking to tent February 19 but will wait for Mr. Verderame to run through the time frame. He is working with Mr. Verderame to set up a date for training on MEP and maintenance equipment with his third party contractors.

Mr. Sciota stated they are trying to save the generator and need to have it moved and stored at the town highway department garage. He received a quote from KBE to move it for \$2,170. It needs to be moved before demo begins. Mr. Warner asked what exterior lighting will there be as we need to accommodate people at night. Mr. Newton stated the only lights will be what is on building and if needed we can install light towers. Mr. Champagne publicly thanked KBE for doing a fantastic job, he gets good reports and the town appreciates that.

6. Report from Executive Director

Mr. Verderame distributed his time line to committee. The Calendar House will be closed for one week, February 12-16 to move. Operations will resume February 20th because the 19th is a holiday. The question was asked who the mover was. Mr. Sciota stated there is money in the budget for this but is it the responsibility of KBE or BL to hire? The building committee has never been responsible this. He stated the when the middle schools were done, this was done through the architect through the FFE package and BL has the FFE package. Mr. Kalvaitis stated he will look into this. Discussion was had on a move date. Mr. Verderame will tag everything that is being moved and also what will be offered to department heads. He can be ready for February 9 or 10. It was agreed to schedule movers for February 12 or 13. Mr. Sciota will have Mr. Baker come for one day to help with the computer labs. Mr. Newton asked Mr. Kalvaitis to provide a list of equipment and the date of delivery to him. He also requested a sketch with dimensions for projection screens. Mr. Shupenko asked about the storage shed and if a decision could be made about it. Mr. Verderame has a verbal quote of \$3,400. Mr. Sciota stated to get him a sketch of it. He also asked Mr. Verderame to send him confirmation of when Calendar House will be closed.

7. Public Communication

Mark White, 396 Mulberry Street, Southington, CT ~ stated he raised his concerns a while back about the positioning of projection screens and white boards in the computer lab. He showed a diagram of the room on a screen to show the committee and expressed his concerns about where these are being located. He stated the current configuration works extremely well for them and the new computer lab does not have the same set up. Mr. Kalvaitis stated the room is designed to be easily reconfigured and there is movement in the monitor and a pivot for the screen. He stated they spoke with Mr. White several times and took his suggestions into consideration. There is a reason why the room is set up as it is. Mr. Warner stated it is too late now to take the room apart and would delay the situation.

8. Invoices

Motion made to approve the following invoices:
Modified, Mercury Security in the amount of \$3,400.
KBE in the amount of \$551,922.96
KBE in the amount of \$2170.
TV bid, submitted by Mr. Shupenko, an amount not to exceed \$16,849.60
Recording Secretary in the amount of \$175.
Motion seconded and voted unanimously on voice vote.

9. Any other business to come before the committee

Motion to approve shed, subject to sketch, that it is vinyl with color to match the building and that it includes a ramp, seconded and approved unanimously on voice vote.

Next meeting date will be February 7, 2018 at 4:30 p.m.

10. Adjournment

Upon a motion made and seconded and voted unanimously on voice vote, meeting adjourned at 5:42 p.m.

Submitted,

**Paul Champagne
Chairman**

MEMO TO: CALENDAR HOUSE BUILDING COMMITTEE
FROM: ROBERT VERDERAME, EXECUTIVE DIRECTOR
RE: TIME LINE
DATED: 1/17/18

FRIDAY, JANUARY 26TH: LAST DAY FOR LUNCH, MOST PROGRAMS, INCL BINGO AND MOST CLASSES. THE ONLY ACTIVITIES THAT WILL CONTINUE ON A LIMITED BASIS UNTIL FRIDAY, FEBRUARY 9TH ARE THOSE THAT TAKE PLACE IN ROOM 2 AND/OR THE PERRY ROOM AND COMPUTER LAB. THE POOL ROOM WILL BE AVAILABLE UNTIL FEBRUARY 9TH UNLESS NOTIFIED BEFORE THEN.

MONDAY, JANUARY 29TH: KITCHEN EQUIPMENT WILL BE MOVED TO NEW BUILDING. ROOM 5 AND THE WOODSHOP (PING PONG RM) WILL BE USED TO STORE BOXES, ETC THAT WILL BE TAKEN TO THE NEW BUILDING; THE MAIN HALL WILL BE USED TO STORE ITEMS DESIGNATED FOR THE DEPARTMENT HEADS AND/OR THE TAG SALE.

FEBRUARY 1ST: FURNITURE IS SCHEDULED FOR DELIVERY TO NEW BUILDING; COMPLETED BY FEBRUARY 15TH. THE PRIORITY WILL BE TO SET UP DAWN SARGIS'S OFFICE, CINDY GILBERT'S OFFICE AND THE SOCIAL SERVICES AREAS. ONCE FURNITURE IS IN PLACE, THEIR COMPUTERS WILL BE RELOCATED UNDER THE DIRECTION OF JAY BAKER. THE GOAL IS TO PROVIDE A SEAMLESS TRANSITION AND UNINTERRUPTED SERVICE FOR DIAL-A-RIDE, OFFICE AND INCOME TAX PREPARATION PROGRAMS. THE PROJECTED TIME FRAME FOR THE COMPUTERS TO BE RELOCATED IS THE WEEK OF FEBRUARY 12TH – FEBRUARY 16TH. INCOME TAX APPOINTMENTS WILL NOT BE SCHEDULED DURING THAT WEEK.

(AT MEETING INCLUDING BOB, HARRY, RICARDO & JAY: DECISIONS MADE THAT WITH JAY FACILITATING THE OFFICE COMPUTERS MOVE, FIRST WILL BE DAWN SARGIS'S (DIAL-A-RIDE); THEN CINDY GILBERT'S, AND THE SOCIAL SERVICES COMPUTERS IN PERRY ROOM. FINALLY BOB VERDERAME AND DAVE HARRINGTON'S OFFICES WILL BE RELOCATED)

FEBRUARY 12TH: ALL ACTIVITIES STOP; BUILDING CLOSED TO ALL BUT STAFF, AND DESIGNATED VOLUNTEERS. OLD BUILDING WILL REMAIN CLOSED TO THE PUBLIC.

ITEMS THAT WILL BE OFFERED TO DEPARTMENT HEADS WILL BE LOCATED IN THE MAIN HALL. IF POSSIBLE, ITEMS FROM THE SECOND FLOOR AND THE BASEMENT WILL BE RELOCATED TO THE MAIN HALL. ONCE DEPARTMENT HEADS HAVE HAD OPPORTUNITY TO CHOOSE ITEMS, A TAG SALE WILL BE OPEN TO THE GENERAL PUBLIC ON A SATURDAY DESIGNATED BY TOWN MANAGER MARK SCIOTA.

FEBRUARY 26TH: WRAP THINGS UP IN OLD BUILDING, INCLUDING GENERAL PUBLIC TAG SALE. EVERYTHING/EVERYONE BASICALLY OUT OF BUILDING.