

MINUTES
Town of Brookfield
Municipal Building Committee
Regular Meeting
December 17, 2013 – 7:00 P.M.
Town Hall – Room 133

1. Call to Order: Meeting was called to order at 7:15 P.M. by Chairman Paul Checco

Present: Committee Members: Paul Checco, Josh Flowers, and William Perrone; Rick Zini, Doyle Coffin Architects; Dennis DiPinto, Director, Parks and Recreation

Absent: George Brown, Jr., John Martino, Jr, Anthony Licursi

2. Approval of Minutes:

o **November 20, 2012 MBC Regular Meeting:** Due to lack of quorum needed to approve the minutes from this meeting, approval was tabled until next meeting.

o **May 21, 2013 MBC Regular Meeting:** Due to lack of quorum needed to approve the minutes from this meeting , approval was tabled until next meeting.

o **October 22, 2013 MBC Special Meeting:** Due to lack of quorum needed to approve the minutes from this meeting, approval was tabled until next meeting.

o **November 19, 2013 MBC Special Meeting:** Due to lack of quorum needed to approve the minutes from this meeting, approval was tabled until next meeting.

3. Park Renovation Plan: Rick Zini, Doyle Coffin Architecture, agent for the Town, presented summary of Park Renovation Plan. After processing through Board of Selectman, Board of Finance, First Selectman's Office, and Park and Recreation Commission, the referendum passed and then Land Use approvals were obtained. Sign offs by town for First Light Hydro filing letter of consent are in place as well as Inlands Wetlands approval and Zoning approval; Planning Commission approval was given last year. Doyle Coffin has received an executed contract to proceed with services outlined in phase two of this project. Contracts and subs are in place. Mr. Zini is currently following up with First Selectman's office confirming that approval documents are filed with clerk's office. The sub consultants, CCA, will be in contact with First Light to coordinate the construction plans. It was clarified that First Light only affects the beach portion of the project.

The project will be bid in two phases: Cadigan Park Phase 1: The plan is to go out to bid early February with work ready to go in March or April depending on weather. The hope is to have the project completed before Labor Day pending construction startup. Town Beach, Phase 2: Hope to have the bid out by end of June, early July with construction starting immediately after Labor Day. The beach side will be closed for 8 to 10 months.

Set of documents for the Cadigan phase will be available mid January. Chairman is concerned that should the committee feel any changes are needed after reviewing plans at January meeting, the bid documents would not be ready for early February. Mr. Zini doesn't feel this will be a problem and reviewed current status of specifications and drawings noting items still needing to be addressed. Chairman suggested separating out the building portions from the fields.

Mr. Zini stated he and Mr. DiPinto need to determine items to be replaced, repaired or added in bathrooms at Cadigan, such as toilet fixtures and partitions. As far as fields, need to ascertain type and manufacturer Committee would want to go with. Doyle Coffin will be writing tight performance

specification on turf manufacturer. Cadigan portion is designed just need to get bugs out of engineering side.

Mr. Zini inquired as to who handles advertising for the town and will follow this up with Ginny, First Selectman's office. Mr. Zini will fill out state register and get required sign off. He will take care of advertising and the bid sets. There will be a 3 weeks lead time with bids coming back early March. Mr. Checco requested Mr. Zini forward copy of a completed contract he has used with other area towns and Mr. Checco will pass it on to Tom Beecher.

Mr. Zini pointed out that the beach side of project is more complicated because of sea wall, but there will be sufficient time to review once Cadigan is set to go.

Doyle Coffin will start billing this month; initial invoice will be for land use approvals obtained during November. Chairman reminded Mr. Zini bills are reviewed and approved at MBC meeting before being passed to Bill Levrensen's office.

Discussion followed regarding electrical being an issue on Cadigan as wiring is complicated. The main service is split, with pole on beach side and Cadigan side. Mr. Zini has requested clarification from CL&P as to which transformer feeds the parks. Mr. Zini will check with Ginny as to amount CL&P bills have been.

Chairmen addressed Mr. DiPinto re: tree work stating trees are interfering with lights. Chairman recommended having bank of trees along Candlewood Lake Road cut back and thinned out. After brief discussion it was agreed that Public Works should be contacted for tree pruning and/or removal and that a Clean Up Specification should be included for the removal of brush, trash and things of that nature.

Mr. Zini agreed to provide two hard copies and an electronic copy of all Land Use documents and budget for the MBC.

Chairman restated need to get plans for review as soon as possible.

Mr. Zini noted that the State should be sending letter back to town verifying they approved current budget; he will follow up with Ginny on this.

Mr. Zini needs access to rollup garage to verify where water shutoff is located for bathrooms and concessions. Dennis DiPinto will contact person who can provide key.

Discussion followed regarding painting of existing buildings on Cadigan site. Due to graffiti issue a material that can be easily cleaned will have to be used. If outside remains block, it could be painted with better epoxy coating. Mr. Zini asked if the scope of work was whitewashing and a base coat with the town taking it from there. It was noted that the pavilion will be painted and roof fixed. All buildings should complement each other. For bathroom partitions, resin was recommended as it is inexpensive to replace if damaged. Hiny hidiers were also proposed.

Mr. DiPinto brought up past floor drain issues with the bathroom. Mr. Zini feels that the improvements to the site should help with these drains handling water flow.

It was suggested that if work to be done on buildings was part of alternates and not completed simultaneously, it would not interfere with using fields. The baseball field may lag a little behind the others. All fields will be ready for use once signed off on.

Mr. Zini will not be available to review plans at the committee's January meeting but will send representative from his office.

4. **Correspondence**: No correspondence.
5. **Invoices**: No invoices.
6. **Additional Business**: No additional business was discussed
7. **Public Comment**: No public comment
8. **Next Meeting**: The next meeting will be January 21, 2014
9. **Adjournment**: **A motion was made by William Perrone to adjourn the meeting at 8:15 P.M. The motion was seconded by Josh Flowers and passed unanimously, 3-0.**

Respectfully submitted,

Paul Checco
Chairman, Municipal Building Committee