



**Nathaniel Witherell**  
**Building Committee Minutes**  
**Monday, February 22, 2016**

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**Present:**

Allen Brown-Executive Director  
Larry Simon-Board Chairman  
Lloyd Bankson-Board Member  
Louise Puschel-Board Member

Lynn Bausch-Dir. Nursing  
Chris Alexander-Dir. Finance  
Jack Hornak-Dir. Operations

The Nathaniel Witherell Building Committee Meeting came to order at 4:30 PM.

**Minutes** – January 25, 2016 – Mr. Larry Simon 1<sup>st</sup>, Ms. Louise Puschel 2<sup>nd</sup> - all approved.

**Capital Projects Discussion:**

- **(14217) Project Renew Witherell** – Re: the encumbrance of \$6,882.49 for Turner Construction and unspent balance of \$16,680.76. Mr. Simon has not been able to contact Mr. Andy Fox to discuss and resolve the available balance and bring this account to zero. TOG discussions to be scheduled.
- **(16210) Nursing Equipment** – The purchase of an Arjo Resident Lift for \$7,444.48 will be charged to this account instead of 16212. Mr. Hornak to work closely with the business office to ensure that charges are posted to the correct capital account.
- **(16211) Wheelchair Bus** – Budget vs. actual cost - \$60,000/\$51,885. The bus chassis is being built and will be delivered in March 2016. Upon delivery in April 2016, lapse balance of appropriation.
- **16212) Garden Level Rehab 5 Room Renovation** – Mr. Hornak reported that the RFB has been submitted to the town and was sent out on February 19, 2016. Key dates are:
  - Pre-bid walk-thru is scheduled for February 25, 2016.
  - Bids are to be received by March 9, 2016.
  - If TOG and CT-DPH inspections go smoothly, completion date of July 1, 2016 is possible.
- **(16213) Renovate 4 Tower Floors** – Mr. Hornak reported that the architects - Pustola & Associates are currently working on the designs for this project. Key Dates are:
  - Final architectural designs are expected to be completed by March 31, 2016,
  - RFP to be issued by the Town by April 17, 2016.
  - RFP responses due back by May 16<sup>th</sup>.
  - Contract to be issued and work to start in July-August.
  - Estimated construction time frame of 4-8 months.

- All designs specs will be presented and discussed. Mrs. Bausch pointed to concerns regarding the ceiling replacement with resident care. Possible evening and night time construction work to be discussed.
- **16214) Tower Room Renovations** – Mr. Hornak reported that all resident rooms on the second floor have been completed on time and on budget. All resident rooms in the tower are now renovated. This project is complete.

**STEAP (Small Town Economic Assistance Program) Grants:**

- **(16216) Greenhouse Replacement (\$119,800)** – Mr. Hornak reported that the architects - Pustola & Associates are designing the greenhouse/Rehab replacement. A timetable needs to be developed once TNW hears back from the Architect.
- **(16217) Employee Parking Lot** – Complete and contractor FGB will be paid shortly– budget vs. actual cost - \$75,000.00/\$71,500.00.
- **(16218) Garden Renovation** – Meeting is set with the landscape architect for March 11, 2016 to discuss plantings. Scheduled planting dates - April 2016 after the repointing of the courtyard for project 16219 below.. Contractor is Rich Green.
- **(16219) Administration Building. Repointing** – The RFB was issued, bids were recorded and the lowest bid by G.L. Capasso, Inc has been accepted. Budget vs. bid - \$100,000/\$51,885. Start date is projected to be April 1, 2016. Courtyard side of the Administration building to be completed first. Estimated time for courtyard is two weeks.
- **(16223) Security Upgrades** – This project is complete. Budget vs. actual cost - \$100,000/\$91,500. All vendors are in the process of being paid.

**Courtyard Deck (Friends of Nathaniel Witherell):**

The designs are complete and all of the material has been delivered. The law office of Fogarty Cohen Selby & Nemiroff have submitted all required information to the town. Specifications have been presented to the town building department week of February 15, 2016. Permits to be received by March 4<sup>th</sup> and construction, which will take two weeks, is then scheduled to start. Project should be completed in March 2016.

**Next Meeting is scheduled for March 28, at 3:30 PM in the Board Room.**

Respectfully Submitted  
 Jack Hornak  
 Director of Facility Operations  
 Nathaniel Witherell SNF