

**Public Building Commission
Regular Meeting
Windsor Town Hall – Ludlow Room
April 12, 2005**

Draft Document – subject to approval

Present: Chairman Novak, Commissioners Alford, Gustafson, Hazelton, Johnson (arrived at 7:19 p.m.), Alternate Commissioner Bennett; Al Neumann, Building Superintendent; Dennis Shevel, Physical Plant Manger (left at 8:35 p.m.); Laura Kahkonen, Library Director (left at 8:16 p.m.); Brian Funk, Public Works Director; and Darlene Whitmore, Best Joslin (left at 8:16 p.m.).

1. Call to Order

Chairman Novak called the meeting to order at 7:00 p.m.

2. Public Communications – None

3. Windsor Library Renovation and Expansion Project

Ms. Whitmore reported that the project is currently on schedule with most of the demolition work complete. Some exterior walls need to be cut. Underpinning is complete and shoring work is in progress. Interior demolition is complete. They should have an update from Barr on the schedule at the next construction meeting. Commissioner Gustafson voiced concern with critical path projects slipping.

Ms. Whitmore reported that the pillars under the adult section extended further down than originally through, therefore the underpinning was not as extensive. Ms. Whitmore is working with Barr, Inc. on solutions for the plenum and air handling unit, and insulation issues.

There is a problem with return air plenum duct in that the sound attenuator must meet the sound levels for the library. This will require an increase in the gauge of steel at a cost of \$9,758.21. This is a design oversight, by LMG the mechanical engineers, in the specifications. Because of the oversight, overhead and profit were not included in the change order.

Ms. Whitmore also reported that the cost to design the return air ducts would cost \$29,715. After a review of all the options, which were all about the same cost, it was determined this was the best option. Barr, Inc. and Best Joslin recommend that the return air be ducted in the space and would allow a wet sprinkler system.

The cost to remove and replace the insulation is \$9,837.58. (Commissioner Johnson arrived)

Ms. Whitmore indicated no delay in the construction schedule since these are in the shop drawing stage. Chairman Novak asked for a credit on the footings. Ms. Whitmore will ask for credit for the underpinning and the transite deck (did not have to take out).

There was discussion on the PBC approving potential change orders without the paperwork. There was also discussion on the potential for "surprises" is questionable in the Mather House. The Commission discussed the budget and the contingency and potential demolition costs for the Mather House.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Alford to authorize an amount, not to exceed, \$50,000 for the return air ducts, insulation of peak roof, insulation of new roof trusses, and increase the top court to 4 x 6. The motion passed 5-0-0. (Alternate Commissioner Bennett was recognized to vote)

MOTION: A motion by Commissioner Hazelton, second by Commissioner Bennett to authorize \$9,758.21 for the gauge increase for the sound attenuator. The motion passed 5-0-0.

Ms. Whitmore cited other potential change orders: changes to the sidewalk, abatement of the AHU louvers, and asbestos removal on time and materials basis.

Ms. Whitmore informed the PBC of a proposal from Barr, Inc. to remove the library staff out of the Mather House from June to November in order for them to finish the entire project at once. The Commission discussed the proposal and potential costs of moving the staff to another location. Telephone and computer issues were discussed. It was noted the original plan was to complete construction on the main library, move staff in there, and renovate the Mather House. There would be a cost to relocate the staff and an interruption of work. Ms. Kahkonen indicated that they do not have an operating budget in place to open the library prior to the scheduled time. The PBC agreed they require more information on asbestos removal and discussed placing a "ceiling" on change orders on the Mather House. Mr. Neumann suggested identifying a separate contingency for the Mather House.

The architect was asked to keep a running total of all change orders. They also discussed the project budget report and identifying potential change orders. Staff will present a budget for the Commission's review/approval at the next meeting.

MOTION: A motion by Commissioner Hazelton, second by Commissioner Alford to authorize Barr, Inc. to purchase HVAC equipment for the Mather House for a cost not to exceed \$8,500. The motion passed 5-0-0.

(Ms. Whitmore and Ms. Kahkonen left the meeting at 8:16 p.m.)

4. All-Day Kindergarten Report – Project on hold – no update

Chairman Novak indicated the PBC would discuss the building study at the next meeting and develop a scope of what needs to be done. It was noted that study should include space needs as well as maintenance issues. Mr. Funk suggested preliminary considerations for several buildings.

5. L. P. Wilson Roof Replacement Project

Mr. Neumann reported he has waiting for the final numbers from the contractor.

6. Roger Wolcott School Floor Tile Project

Mr. Shevel reported that funding would not be requested for this project until after the budget referendum.

7. Clover Street School Code Upgrade – Project on hold

8. Poquonock School Office Modernization

Mr. Shevel reported there are two punch list items remaining. Change Order #22 should be finished in the next two weeks.

9. Clover Street School Window Replacement Project

MOTION: A motion by Commissioner Hazelton, second by Commissioner Bennett to approve Payment Application #1 from Michael James Co. in the amount of \$24,364.65 for insurance and bonding costs for the Clover Street Window Replacement Project. The motion passed 5-0-0.

The contract has been signed. At the suggestion of the contractor, Mr. Shevel reported that trailers would be on site for the pre-fabrication of the exterior walls so work can be done while school is in session. (Mr. Shevel left the meeting)

The Commission discussed moving the school projects to first on the agenda for future meetings.

10. Welch Pool Renovation

Mr. Neumann reviewed the project budget and noted a balance of \$61,000, which he would like to use for bathhouse renovations, electrical work, and new toilet partitions.

Insulation of the new piping is underway. Mr. Neumann discussed with the Commission the replacement of the coping around both pools. It was noted that some of the coping would be replaced. Replacement of ALL coping would just be for aesthetics. The cost to replace all coping is approximately \$28,000. It was agreed that the coping would not be replaced.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Hazelton to authorize an expenditure, not to exceed \$60,000) for pool house renovations/repairs – to include electrical work, doors, hardware. The motion passed 5-0-0.

11. Goslee Pool Phase II Renovation

Mr. Neumann reported the project balance is approximately \$25,000.

12. Milo Peck Center Improvements – No update

13. Minutes of Preceding Meetings

MOTION: A motion by Commissioner Hazelton, second by Commissioner Gustafson to approve the minutes of March 22, 2005 meeting as submitted. The motion passed 4-0-1. (Commissioner Alford abstained)

14. Staff Reports

The Commission again discussed the building study and the RFP for the Safety Complex facility. It was noted that one of the reasons for this study is to identify potential expenditures in an effort to stabilize the escalation of expenditures from one fiscal year to another. There was also discussion on the impact of certain projects on other potential projects.

10. Adjournment

MOTION: A motion by Commissioner Alford, second by Commissioner Bennett and passed unanimously to adjourn the meeting at 9:10 p.m.

Respectfully submitted,

Janet M. Burke, Recording Secretary