Public Building Commission
Regular Meeting
Windsor Town Hall – Ludlow Room
May 10, 2005

Draft Document – subject to approval

Present: Chairman Novak, Commissioners Alford, Gustafson, Hazelton (arrived at 7:10 p.m.); Johnson; Alternate Commissioners Bennett and Peck; Brian Funk, Public Works Director; Laura Kahkonen, Library Director (left at 8:40 p.m.); and Darlene Whitmore, Best Joslin (left at 8:40 p.m.).

1. Call to Order

Chairman Novak called the meeting to order at 7:00 p.m. Alternate Commissioner Peck was recognized as a voting member tonight.

2. Public Communications – None

7. Windsor Library Renovation and Expansion Project

MOTION: A motion by Commissioner Peck, second by Commissioner Gustafson to authorize payment application to Barr, Inc. for $312,885.13 (24% complete) for the Windsor Library Expansion Project. The motion passed 5-0-0.

The Windsor Library Renovation Project budget, dated 5/10/05, was distributed and reviewed. Change Orders #2 – credit change order $210 for transite pipe, Change Order #3 for $602.60 for block wall, Change Order #4 for $1,715.12 for 2 lintels in east wall, Change Order #5 includes PCO-7, PCO-8, and the top cord size change. Change Order #6 for the sound attenuation was reduced to $9,614, were previously approved and presented for signature. Ms. Whitmore noted that. Change Order #7 for $1,339.75 is for the sidewalk relocation. (Commissioner Hazelton arrived)

MOTION: A motion by Commissioner Johnson, second by Commissioner Alford to authorize Change Order #7 (PCO-6) for $1,339.75 to relocate the sidewalk on the west end of the building. The motion passed 5-0-0.

Ms. Whitmore noted she is waiting for a credit from the subcontractor on the asbestos removal in the air handling units. This work was done on time & materials and the time submitted was very high.

Ms. Whitmore reported that the floors were poured on the west side. The exterior stud walls are being installed. Although they are several weeks behind, Barr, Inc. has indicated they can catch up.

The Commission reviewed the budget and discussed the moving and storage amount and the furniture budget.

MOTION: A motion by Commissioner Alford, second by Commissioner Johnson to approved the Windsor Library Renovation Project budget dated 5/10/05.

It was noted that the change order for $20,000 for the canopy at the Mather House should be moved to contingency. The use of the canopy was not needed. It was agreed that the $20,000 be moved to

contingency. The PBC also agreed to reduce the $70,000 for moving and storage to $50,000 and put the difference into the contingency as well. Contingency will be increased to $467,660.

VOTE: The motion, including the two changes to increase the contingency by $40,000 was passed 5-0-0.

The Commission discussed the CL&P rebate and whether it would be given to the project budget or placed in the general fund. Mr. Neumann will try to get an estimate on the rebate and include it in the project.

Ms. Whitmore was asked if they could identify potential change orders with an estimate in order to cover potential financial exposure to the project.

The Commission discussed the construction on the Mather House. It was noted that the only money that has been approved is $8,500 for the purchase of the HVAC equipment. There was concern in starting the work on the Mather House before the remainder of the construction is further along and the contingency balance is more defined. It was noted that if the Library were completed and reopened earlier than anticipated, it would not be feasible to sublet the Aglow building. It was felt that there was no incentive for the town to move out of the Mather House. It would cost the Town additional money to move the staff out and back again. The Commission asked what Barr would give back to the Town for the convenience of completing the Mather House while his subcontractors are still on site. There was also a question if the Mather House were not done at this time, would the library still be completed in January. Ms. Kahkonen stated that if the library is complete in January, staff could vacate the Mather House and move into the main space and then back. It was noted that the basement work on the Mather House is actually part of the main library contract.

Chairman Novak stated that at the next meeting, the PBC would like information from the contractor on how he would proceed with the Mather House and if there is any work that could be done while the staff is in the building. Mr. Neumann stated that some work could be done after hours.

The Commission discussed the impact on an early completion on the library budget for the next fiscal year. Funds to staff the building cannot come from the project. Ms. Kahkonen distributed a list of moving costs and expenses in vacating the Mather House. If the contractor proceeds with the early completion, the PBC must notify the Town Council of the situation. The Commission will discuss, at the next meeting, what is needed to vacate the Mather House and the contractor's intentions regarding the work.

Ms. Kahkonen will be working with Ms. Whitmore for the furnishings and finishes. There was a discussion on building security and coordinating a system with the contractor during construction. Mr. Neumann will look into this further. (Ms. Whitmore and Ms. Kahkonen left the meeting)

8. Facility Planning and Reuse Study

The Town Manager will be invited to the next meeting to discuss the matrix of what is to be accomplished.

9. L. P. Wilson Roof Replacement Project

They are waiting for inspection on this project.

10. Welch Pool Renovation

Mr. Neumann reported some difficulty in getting the pool contractor on site to install the lining. The electrical work was discussed and the cost and scope was reduced. Once the lining is installed, the pool needs to be filled. Mr. Neumann reported that the only pool to be opened for Memorial Day weekend is Goslee.

11. Goslee Pool Phase II Renovation

There is a $20,000 balance in the budget. It was the consensus of the Commission to close out this project and return the remaining balance to the Council.

12. Milo Peck Center Improvements

This project should be included in the discussion with the Town Manager. Mr. Neumann will forward a list of the town buildings to the Commission for review.

3. Roger Wolcott School Floor Tile Project – Project on hold

4. Clover Street School Code Upgrade – Project on hold

5. Poquonock School Office Modernization - no update

6. **Clover Street School Window Replacement Project – No report**

13. Minutes of Preceding Meetings

MOTION: A motion by Commissioner Peck, second by Commissioner Gustafson to approve the minutes of April 26, 2005 meeting as corrected. The motion passed 5-0-0.

14. Staff Reports

Mr. Neumann reported that three architects would be interviewed later this month for the Public Safety Complex study. The Sand/Salt Storage Facility at public works was in operation this winter with no problems. It was noted that a door would not be installed.

15. Adjournment

MOTION: A motion by Commissioner Gustafson, second by Commissioner Peck and passed unanimously to adjourn the meeting at 8:55 p.m.

Respectfully submitted,

Janet M. Burke, Recording Secretary