Public Building Commission
Regular Meeting
Windsor Town Hall – Ludlow Room
May 24, 2005

Draft Document – subject to approval

Present: Chairman Novak, Commissioners Alford, Gustafson, Johnson (arrived at 7:05 p.m.); Alternate Commissioner Bennett; Peter Souza, Town Manager; Brian Funk, Public Works Director; Al Neumann, Building Superintendent; Laura Kahkonen, Library Director; and Darlene Whitmore, Best Joslin.

1. Call to Order

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

2. Public Communications – None

3. Facility Planning and Reuse Study

Chairman Novak stated that the PBC asked to meet with Town Manager Souza to determine the scope of this project relative to the Town Council's expectations. The PBC is asked to spend time looking at facilities that are already targeted for future work and existing facilities over a 5 to 10 year period. Issues to consider are full-day kindergarten, senior citizen programs, Human Services, Milo Peck Child Development, and recreation programs. It is expected that initial studies and plans can be utilized in the evaluation of buildings and programs. Buildings to consider include L. P. Wilson Community Center, Roger Wolcott Early Child Development Center, Milo Peck, and Oliver Ellsworth School. (Commissioner Johnson arrived) The Commission was also asked to consider multi-purpose buildings such as 330 Windsor Avenue and L. P. Wilson.

All buildings must be inventoried for use, structural issues, square footage, acreage, and number of rooms and gymnasiums/auditoriums. Program needs must also be evaluated to determine how the existing buildings/space could be best utilized.

It was agreed that the PBC must hire either a space planner and/or an architect to assist in developing conceptual plans utilizing existing space and possibly new spaces.

Town Manager Souza stated that this information would be used to factor in the financial/bonding practices of the town over the next 5 to 10 years.

Town Manager Souza noted that the all-day kindergarten is not a state-mandated program, but a goal of the Windsor Board of Education. It was noted, however, that there was a proposal to state-mandate pre-school programs in all towns. Mr. Souza informed the Commission that the Milo Peck Discovery Center is owned and operated by the Town of Windsor, but it is an enterprise fund. Milo Peck also houses a Montessori program and Head Start program.

It was noted that public safety, library, town hall, and public works are not part of this study.

Mr. Neumann is currently working with a retired engineer on another project and is willing to volunteer his services to compile the building survey/inventory. It was agreed that the PBC should get as much

information in place by the beginning of the Capitol Improvement Program review in January. Mr. Neumann will put together a time-line for the next meeting.

8. Windsor Library Renovation and Expansion Project

Ms. Whitmore reported that the contractor is still behind on the shorring and is still confident that he will catch up.

She had several change orders to discuss with the Commission and wanted to know how the Commission felt about accepting ½ of the cost for the "whole" wall that was not clear on the drawings and the contractor did not bid on. The PBC agreed to accept half of the cost. She received a credit for toilet accessories and is still waiting for some asbestos related change orders.

There was discussion on the mechanical louvers on the back of the building. Ms. Whitmore received an estimate for $6,500. It was the consensus of the PBC that Town staff could complete this work. Change Order for the top cord change was presented at $1,493.10 (Change Order #8). This is within the $50,000 limit the PBC previously approved.

MOTION: A motion by Commissioner Bennett, second by Commissioner Johnson to approve Change Order #8 for $1,493.10 for the top cord change at the Windsor Library. The motion passed 5-0-0.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Alford to approve Change Order #9 (Credit) in the amount of $1,000 for toilet accessories. The motion passed 5-0-0.

These toilet accessories will be supplied through the town's vendor. There has been a request by staff to remove the paper towel dispensers and install hand dryers. This was requested to reduce the amount of misuse in the public lavatories.

The Commission reviewed the budget report. Commissioner Gustafson reported that if all pending and anticipated changes were approved at this time, the project would have a contingency of $301,000. He noted that this includes the $134,000 for the Mather House alternate.

The Commission discussed the scope of work at the Mather House and the request by Barr, Inc. for staff to vacate the building. Ms. Whitmore noted that several options have been discussed with the contractor. Presently, the contractor has been informed that if the Town does vacate the Mather House, he would be liable for moving costs and utilities in the temporary location. The Commission agreed that there might be problems getting the subcontractors back on the site to complete the Mather House after the main library is complete.

It was noted that Barr, Inc. wants to complete the project by December 31, 2005. Commissioner Alford indicated that if staff does move out in order to accommodate the contractor's request, a new completion date should be set. It was noted that landscaping would not be completed by the end of the year.

The Commission also discussed with the Town Manager the additional operating costs in opening the library up to the public earlier than anticipated.

The PBC had indicated to Barr, Inc. that they would make a decision on the add alternate to complete the construction work at the Mather House by June 11.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Bennett to accept the add alternate to complete the renovation to the Mather House for $134,000 ($20,000 was previously approved to purchase the HVAC equipment). The motion passed 5-0-0.

MOTION: A motion by Commissioner Johnson, second by Commissioner Gustafson to approve payment of $8,497.25 for May, 2005 and $8,497.25 for June, 2005 to Best Joslin Architects for construction administration. The motion passed 5-0-0.

MOTION: A motion by commissioner Gustafson, second by Commissioner Alford to authorize payment to Best Joslin for $5,696.40 for May 2005 and $2,848.20 for June 2005 for interior design services. The motion passed 5-0-0.

MOTION: A motion by Commissioner Johnson, second by Commissioner Alford to approve payment to EnviroScience for $300 for a work plan for asbestos removal of the caulking around the ductwork, and $3,252 for analysis, testing, project monitoring, and taking samples for the Windsor Library project. The motion passed 5-0-0.

7. Clover Street Window Replacement Project

A report from Mr. Shevel on the school building projects was distributed and reviewed.

MOTION: A motion by Commissioner Bennett, second by Commissioner Alford to authorize payment of $1,250 to Best Joslin for bidding, negotiating, and construction administration for the Clover Street Window Project.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Johnson to authorize payment of $27,778.28 to Michael James Company for shop drawings and framing materials. The motion passed 5-0-0.

9. L. P. Wilson Center Roof Replacement Project

MOTION: A motion by Commissioner Gustafson, second by Commissioner Alford to authorize payment of $5,614.42 to James Vance Associates for contract administration on the L. P. Wilson Roof Replacement Project. The motion passed 5-0-0

Mr. Neumann needs to check to determine if all punch list items are complete. Mr. Neumann reported a discrepancy in fees charged by the roofing consultant hired by Vance Associates. The contract allowed for $10,000 in fees and the contractor submitted between $16,000 and $17,000.

10. Welch Pool Renovation

Mr. Neumann reported that work is progressing. This pool will not be ready for Memorial Day weekend opening. Mr. Neumann is looking for a credit on the lining pad, which was different than expected. There was question on how this would affect the warranty. There is a 15-year warranty on the pool.

11. Goslee Pool Phase II Renovation

Mr. Neumann reported that there is a balance to the project of $24,121.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Alford to close out the Goslee Pool Phase II Renovation Project and return the $24,121 remaining balance. The motion passed 5-0-0.

12. Milo Peck Center Improvements

Mr. Neumann reported that he has someone evaluating the roof and preparing an estimate. Information should be available at the next meeting.

14. Staff Reports

Mr. Funk updated the PBC on the changes in Public Works based on the approval of the budget.

Mr. Neumann reported they are in the process of interviewing architects for the Public Safety Complex study.

Regarding 330 Windsor Avenue, Mr. Neumann reported that Deloitte Touche would be in next weekend to complete some painting, carpentry, landscaping to the building.

15. Adjournment

MOTION: A motion by Commissioner Alford, second by Commissioner Bennett and passed unanimously to adjourn the meeting at 9:45 p.m.

Respectfully submitted,

Janet M. Burke, Recording Secretary