

**Public Building Commission
Regular Meeting
Windsor Town Hall – Alse Young Room
June 28, 2005**

Draft Document – subject to approval

Present: Chairman Novak, Commissioners Alford, Gustafson, Hazelton, Johnson (arrived at 7:07 p.m.); Alternate Commissioner Bennett; Al Neumann, Building Superintendent; Dennis Shevel, Physical Plant Manager (left at 7:11 p.m.); and Darlene Whitmore, Best Joslin Architects (left at 8:8:10 p.m.).

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

Mr. Neumann reported that he has met with Mr. Auclair. He needs to process some paperwork through the Personnel office.

4. Roger Wolcott School Floor Tile Project

Mr. Shevel distributed a report on the school projects. This project has not yet been funded.

5. Clover Street School Code Upgrade – Project on hold.

6. Poquonock School Office Modernization

The contractor has indicated Change Order #22, for the door hardware in the vestibule, should be finished by July 1st.

7. Clover Street School Window Replacement Project

Asbestos was abated on June 25.

MOTION: A motion by Commissioner Hazelton, second by Commissioner Gustafson to authorize payment of \$1,500 to Best Joslin Architects for construction administration for the Clover Street School Window Replacement Project. The motion passed 5-0-0.

The contractor started removing the windows on June 27.

9. L. P. Wilson Center Roof Replacement Project

MOTION: A motion by Commissioner Alford, second by Commissioner Gustafson to authorize reimbursement of \$4,440.78 to the L. P. Wilson Fund from the Roof Replacement

Project for the installation of the air conditioning compressor and thermal expansion valve.

Mr. Shevel reported the cost was greater than the \$3,900 previously discussed because the thermal expansion valve was damaged and was also replaced. (Commissioner Johnson arrived)

During the roof replacement, the unit was removed. The mechanical contractor cut the refrigerant lines with a hacksaw. When questioned about this practice, the contractor stated he would guarantee the units for a year. There was another unit with similar problems that the mechanical contractor quickly resolved. The Board of Education hired its own mechanical contractor to fix the problem.

It is the intent of the PBC to hold the \$4,440.78 from the contractor. Mr. Neumann has sent out written notification regarding this matter.

VOTE: The motion passed 5-0-0.

(Mr. Shevel left the meeting)

8. Windsor Library Renovation and Expansion Project

Ms. Whitmore reported that the construction is going well, but the contractor is behind by approximately three weeks. Mr. Neumann reported that Barr indicated if the Mather House is vacated, they should finish the construction in January. It was noted that if the contractor does not finish early, they would have the added expense of moving the staff out of the Mather House and the utilities in the temporary railroad station location.

Mr. Neumann is currently working with Barr in negotiating the cost of the change order that would include the moving and utility expenses.

Mr. Neumann indicated that Ride Share has donated 15-18 workstations to the Town of Windsor, which will be used by library staff and moved into the renovated library. Ms. Whitmore stated that the workstations would fit in well with the selected colors. She estimates this is \$4,000 worth of furniture.

The budget/change order report was distributed. Ms. Whitmore stated that the \$10,000 pending change order for the asbestos removal in the air handling units has been incorporated with PCO#12 for the removal of damp proofing for a total cost of \$10,159.74. The change order to infill the four louvers has been reduced to a cost of \$823 for metal backing. The Town, after the project will bring in a mason to brick up the area.

Additional door hardware cost of \$885.20 for some hardware that was missing from the specifications was also noted. Ms. Whitmore also noted a change order for the recircut outlets that were removed during demolition and did not meet code if reinstalled as they were. This is a cost of \$4,180.80. The cost to install 5 hand dryers is \$5,380.

MOTION: A motion by Commissioner Bennett, second by Commissioner Gustafson to approve:

- **Change Order #12 (PCO#19) for \$4,180.80 (not to exceed) for recircut of the outlets;**
- **Change Order #13 (PCO#17) for \$5,380 (not to exceed) for the 5 hand dryers;**

- **Change Order #11 (PCO #18) for \$885.20 (not to exceed) for additional door hardware for the Windsor Public Library Renovation Project.**

The motion passed 5-0-0.

Mr. Neumann reported that Change Order #12 was a lot of work and the contractor came in with a very reasonable change order.

Ms. Whitmore reported that she also spoke with Barr and they agreed to share the cost of the foundation wall that they did not include in their bid and was not shown on the drawings.

MOTION: A motion by Commissioner Alford, second by Commissioner Gustafson to approve Change Order #14, PCO#9 for \$1,217.97 (not to exceed) for the foundation wall at the Public Library Renovation Project. The motion passed 5-0-0.

Mr. Neumann noted that since Change Order #13 (5 hand dryers) was an owner requested change, the architect will be submitting a change order for 10% of the cost.

Chairman Novak asked if Barr, Inc. could be present at the next meeting. He noted they have not attended since the contract was signed.

Ms. Whitmore updated the PBC on the construction: need to back fill on the east side, steel work has started on the east side, and the front entrance is expected to begin shortly. Ms. Whitmore informed the Commission that she has requested the contractor to secure the I-beams from the weather.

There was discussion on safety and security issues at the construction site. Barr indicated that someone broke into the trailer over the weekend – nothing was missing.

MOTION: A motion by Commissioner Hazelton, second by Commissioner Alford to authorize payment of \$319,613.49 to Barr, Inc., Progress Payment #4 for construction at the Windsor Library Expansion Project. The motion passed 5-0-0.

MOTION: A motion by Commissioner Hazelton, second by Commissioner Alford to authorize payment of \$11,345.45 to Best Joslin Architects for construction administration and interiors for May 2005. The motion passed 5-0-0.

Ms. Whitmore reported that some changes have been made to the lighting.

MOTION: A motion by Commissioner Bennett, second by Commissioner Hazelton to authorize payment of \$1,750 for special inspections and \$899.50 for individual inspection and testing for rebar, concrete, and cylinders to Independent Materials Testing. The motion passed 5-0-0.

Mr. Neumann needs to complete some minor work at the railroad station before the library staff moves in. Chairman Novak felt that the quicker the staff can be moved the quicker the contractor can complete the project and the faster the PBC will know the full extent of financial exposure in the Mather House. (Ms. Whitmore left the meeting)

10. Welch Pool Renovation

The pool is open. There is all new electrical in the pump room and new lighting in the entire building.

11.Milo Peck Center Improvements

Mr. Auclaire has completed some preliminary work. After the paperwork is approved in Personnel, Mr. Auclaire can proceed. It is anticipated that a portion of the leaking roof can be replaced this fall.

12.Minutes of Preceding Meetings

MOTION: A motion by Commissioner Hazelton, second by Commissioner Bennett to approve the minutes of the June 14, 2005 meeting as submitted. The motion passed 5-0-0.

13.Staff Reports

An article was distributed reporting on the retirement of Mr. Wes Vasko.

Mr. Neumann will make sure that the PBC is informed of the Public Safety Complex/fire safety study meetings. It is hoped that the PBC can have some input on how the design is presented to the Town Council. The PBC voiced concern that often times a project is redesigned because certain items were not taken into consideration. This then affects the project estimates.

14.Adjournment

MOTION: A motion by Commissioner Gustafson, second by Commissioner Hazelton and passed unanimously to adjourn the meeting at 8:31.p.m.

Respectfully submitted,

Janet M. Burke, Recording Secretary