Public Building Commission
Regular Meeting
Windsor Public Library – Conference Room
March 22, 2005

Draft Document – subject to approval

Present: Chairman Novak, Commissioners Gustafson, Hazelton, Johnson, Alternate Commissioners Bennett and Peck; Al Neumann, Building Superintendent; Dennis Shevel, Physical Plant Manger; Laura Kahkonen, Library Director (arrived at 7:12 p.m.); Fire Marshal Ray Walker; Ken Best and Darlene Whitmore, Best Joslin.

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

Mr. Best presented an alternate indirect-light fixture for lighting above the stacks. These lights will have high output bulbs. The Commission preferred this fixture to the previous sample.

Ms. Whitmore stated that the price to do the sprinkler system the way the mechanical engineer suggested was quite high. She is looking for direction from the PBC on which system to use so the structural engineer can work on the drawings. (Fire Marshal Walker arrived)

Ms. Whitmore noted that on the east and west additions they can use fire retardant and would not have to have a sprinkler system, or move the insulation to the roof deck and put a wet system into the attic space. (Ms. Kahkonen arrived) From a fire protection standpoint, Mr. Walker would suggest moving the insulation and installing a wet system. Ms. Whitmore indicated that the cost to do this is estimated at $26,000 and to spray the fire retardant is much less. Mr. Best stated they do not have all the numbers on both options.

There was discussion on the ventilation requirements for the space and it was agreed that Mr. Neumann would discuss this further with Mr. Best. The PBC needs further information before deciding on which option to go with. It was also suggested that the Commission check on the insurance coverage for each of the systems. Chairman Novak indicated that it is the desire of the Commission to have a unified system throughout the building, however they will consider alternatives. There was further discussion on the dry, wet, and glycol systems and the maintenance requirements. Additional information will be provided at the next meeting.

Mr. Neumann reported he received a time schedule from the contractor, which he forwarded to Best Joslin. The Chairman and Mr. Neumann will review and finalize the budget.

It was reported that they are finding questionable caulking around the air handling units. EnviroScience is evaluating the material and will determine how it is to be removed.

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

5. L. P. Wilson Roof Replacement Project

Mr. Neumann reported he has received a change order for wall detail on three walls to match the test-cut wall and for additional insulation to increase pitch in some areas.

MOTION: A motion by Commissioner Hazelton, second by Commissioner Gustafson to approve two change orders totaling $12,337.37 to Commercial Roofing for additional insulation and additional work on three walls to match the test-cut wall.

Alternate Commissioner Bennett was recognized as a voting member.

VOTE: The motion passed 5-0-0

Mr. Neumann reported that the contractor should be able to complete the punch list items in the next few weeks. Mr. Neumann also mentioned some additional inspection costs, which he feels the contractor should share in the cost.

6. Roger Wolcott School Floor Tile Project

MOTION: A motion by Commissioner Johnson, second by Commissioner Gustafson to authorize payment of $2,000 to EnviroScience for the preparation of bid documents. The motion passed 5-0-0.

Mr. Shevel reported that if the Town Council funds this project at their next meeting, he would bring the plans and specifications for the PBC to review.

7. Clover Street School Code Upgrade

The building official and the fire marshal submitted preliminary reports after their inspection of the school. The reports were reviewed by the PBC. There is a potential problem in 6 classroom areas if each "Pod" is required to have handicapped bathrooms. Mr. Shevel reported that there is a handicapped bathroom facility in the main building, but he is not sure they could comply if the requirement extends to each of the classroom pods.

It was noted that the items identified do not pose a significant cost, other than the bathroom issue. It was noted that several items are housekeeping items.

Mr. Walker informed the Commission that the building code is expected to change this summer and the fire code is scheduled to be changed next year. He cautioned the Commission of rushing into any projects that could potentially be affected by code changes in the near future.

There was discussion on bringing the building up to meet the code or to modify to meet the code as if it were a new building. Commissioner Gustafson felt that if codes are going to change in the near future, he does not want to have to made additional code changes two years after the project is complete. The Commission agreed to hold on this project until the code changes.

Mr. Shevel indicated that the Town Council only funded the design of the project. Mr. Walker stated that one of the issues with the code change might be the corridor lockers.

8. Poquonock School Office Modernization

Mr. Shevel reported that the retainage to West Reach was reduced by $12,000. There are two punch list items and a change order that have not yet been completed.

9. Clover Street School Window **Replacement Project**

Mr. Shevel reported that Best Joslin, Commissioner Gustafson, and he met with Michael James Company last Friday. The contractor was offered a $25,000 bonus if the project is completed (occupied and no punch list items) by August 12, 2005. If the project is not complete by that date, a $2,500 penalty, per day, will be assessed to Michael James.

The contractor will work 10-hour days Monday through Friday and eight hours on Saturday.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Bennett to authorize the Chairman, or his designee, to sign a contract with Michael James Company in the amount

of $350,500 for the clover Street School Exterior Renovations & Window Replacement Project. The motion passed 5-0-0.

It was noted that $25,000 should be encumbered now. (Ms. Whitmore, Mr. Best, and Mr. Shevel left the meeting)

10. Welch Pool Renovation – Concrete work in progress

11. Goslee Pool Phase II Renovation – No update
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 February 22, 2005 meeting as submitted. The motion passed 3-0-2 (Commissioners Gustafson and Johnson abstained)

MOTION: A motion by Commissioner Hazelton, second by Commissioner Johnson to approve the minutes of the March 15, 2005 special meeting as submitted. The motion passed 5-0-0.

14. Staff Reports

It was reported that the Town Council approved $75,000 for the Public Building Commission to complete a facility and use study for the town's buildings. Chairman Novak stated that the Commission previously discussed that they are, by Charter, to make recommendations for town buildings.

The Commission discussed programs and ways to identify all town facilities. Mr. Neumann indicated a local, retired citizen that expressed an interest in building studies that might be able to assist in this project. Commissioner Peck suggested contacting the University of Hartford for possible intern assistance.

15. Adjournment

MOTION: A motion by Commissioner Hazelton, second by Commissioner Bennett and passed unanimously to adjourn the meeting at 8:45 p.m.

Respectfully submitted,

Janet M. Burke, Recording Secretary