

**Public Building Commission
Regular Meeting
Windsor Town Hall – Alyse Young Room
September 13, 2005**

Draft Document – subject to approval

Present: Chairman Novak, Commissioners Alford, Gustafson, Hazelton, Johnson (arrived at 7:10 p.m.); and Alternate Commissioner Peck; Al Neumann, Building Superintendent; Dennis Shevel, Physical Plant Manager; Brian Funk, Public Works Director; Laura Kahkonen, Library Director; and Darlene Whitmore, Best Joslin Architects.

1. Call to Order

Chairman Novak called the meeting to order at 7:02 p.m.

2. Public Communications – None

3. Facility Planning and Reuse Study

Mr. Neumann is working on the Architect Request for Proposal. He will be meeting with Dr. Feser, Paul Norris (Recreation) and Brian Funk, Mr. Williams, and Mr. Shevel. He will present the final changes to the Commission. It was noted the PBC should make a recommendation by the end of the year for consideration in the Capital Improvement Program.

4. Roger Wolcott School Floor Tile Project – Money has not been appropriated

5. Clover Street School Code Upgrade – Project on hold

6. Poquonock School Office Modernization – Project closed

7. Clover Street School Window Replacement Project

A letter from Best Joslin dated September 1, 2005 to Michael James informing them of the actions taken by the PBC at their Special Meeting on August 31, 2005 and the responses from Michael James dated September 6, 2005 and September 8, 2005 were distributed and reviewed.

The PBC approved COP #3 – a no cost change order. The Michael James was concerned with COP #3B and asked if it will be approved. This was an increase in \$12,000 and a request for additional time.

The September 8, 2005 response regarding the punch list items does not agree with what Mr. Shevel feels is complete. He does not agree that all of the five items listed as corrected have actually been completed (two have actually been completed – numbers 4 & 8). Others are either partially complete or not started. There are currently 10 items remaining on the punch list. Two additional items were added - #11 metal missing between the two window units on the exterior side of the office. #12, Receiving door thresh hold is cut too short.

Mr. Shevel has not received any call from Michael James regarding the certified payroll. Mr. Shevel has received additional certified payroll for weeks that were not previously been received. Commissioner Hazelton asked about sending them a letter. The building still has a temporary certificate of occupancy. Regarding the certified payroll, Mr. Shevel indicated there is no submission from the painter or hardware supplier. Stanley Construction completed all the window replacement work and they recorded fewer hours

then they worked. Mr. Shevel stated they did not submit any hours for the time prior to the end of school when they were working on site. Commissioner Hazelton believes should send James a letter otherwise he may think the Commission is accepting what he submitted. Mr. Shevel will respond to him.

Chairman Novak noted that in letter of September 1, 2005 there was a request for the Certified Payrolls. Mr. Shevel is not clear what happens if they do not submit the certified payrolls. At some point, Mr. Shevel feels the Labor Department would have to be notified. What is being reported is not correct.

Commissioner Alford, before contact the Labor Department should send a letter. It was agreed that the Town Attorney should be contacted regarding this. Commission feels should withhold payment until accurate payrolls are submitted. Ms. Whitmore will write a letter regarding the remaining punch list and will notify them that the payrolls submitted are not accurate. Mr. Shevel stated that the certified payroll should come with the application for payment. Ms. Whitmore stated that the contract stipulates that certified payrolls are required. Mr. Shevel reported Michael James is currently requesting the balance of the contract less the retainage.

It was agreed to ask the Town Attorney and then submit a detailed letter to Michael James Company. Chairman Novak stated should have a specified date that the complete & accurate certified payrolls are submitted. The Commission can hold the value of the punch list items. Can the Commission hold payment until the payrolls are submitted? The Commission also noted that they have not decided whether to exercise the penalty on this project.

MOITON: A motion by Commissioner Hazelton, second by Commissioner Alford to authorize payment of \$9,019.60 to Susaya Construction Company for sidewalk widening work associated with the clover Street School Window Replacement Project. The motion passed 5-0-0. (Alternate Commissioner Peck was recognized as a voting member tonight)

8. Windsor Library Renovation and Expansion Project

The Commission reviewed the project budget and the proposed change orders also reviewed. Ms. Whitmore reported that the project is moving along, but is still behind schedule on the main roof and the slate roof. Windows are scheduled for delivery next week. Currently have to vacuum out the water when it rains. Ms. Whitmore indicated that the roof delay is due to inflation of prices from that given during the bidding process. Contractor is saying the material costs have increased. Mr. Neumann asked Mr. Smith to review the siplast roof. They could not find any siplast contractors that gave Barr a price on the roof. Seems a discrepancy on how Barr obtained the pricing for the roof. Best Joslin is working with the contractor to work on ways to reduce the costs. Mr. Neumann reported they have discussed different options, including a different type of roof (welded seam neoprene roof). There was discussion on changing the scope of the project during the project to accommodate the contractor. The Commission was not sure how far they could go in accommodating the contractor. Discussed having a roofing consultant. It was noted that if the town decides to change the type of roof, the contractor would have to agree, in writing, what the cost of the siplast roof would have been and the cost of the installed roof. Ms. Whitmore stated he could also show the documentation he received during the bid process. Mr. Neumann stated that currently Barr owes the building a siplast roof. It was noted that the installer must be a siplast-certified installer. Estimated \$30,000 for the roof and the actual cost is expected around \$53,000. A siplast roof was specified.

Ms. Whitmore indicated that the warranty could be an issue, especially where it meets the existing roof. It was reported that the contractor has been stockpiling, storing nails, etc. on the existing roof. Mr. Neumann has taken pictures and informed the contractor he is jeopardizing the integrity of the roof.

Ms. Whitmore reviewed the Proposed Change Orders. The Commission identified some PCOs that will be presented as Change Orders and assigned numbers to them. One other change that Ms. Whitmore did not request a PCO on was a curved roof and to complete the curve on the west addition. Price submitted at \$4,569.64. The detail from the structural engineer showed on a curved wall a stud wall and ceiling joists that were not on the original. Structural engineer shows the roof but does not show the detail. The detail definition was not included in the plans. It was agreed that this solves all questions on the roof framing. Ms. Whitmore stated that this change order would resolve any questions on the roof framing. Change Order #27.

MOTION: A motion by commissioner Hazelton, second by Commissioner Peck to authorize payment of \$125.65 to Barr, Inc. as reimbursement for over payment by Yankee Gas. The motion passed 5-0-0.

Elevator machine room has ductwork in it that services the bathroom. Cannot have anything in the elevator machine room that does not service that room so need to install a 2-hour rated ceiling.

Working on ordering furniture at the present time. Question on the furniture soft costs. Ms. Whitmore will present a list to the PBC for review. This would include the telephone system, furniture, and computers.

MOTION: A motion by Commissioner Hazelton, second by Commissioner Peck to authorize payment #7 to Barr, Inc. for \$361,682.89. The motion passed 5-0-0.

It was noted that this represents 58% complete.

MOTION: A motion by Commissioner Peck, second by Commissioner Hazelton to authorize payment of \$14,159.65 to Best Joslin Architects for construction administration.

Chairman Novak stated there have been no change orders from the architect for expenses on changes. Ms. Whitmore indicated only one change – the hand dryers. She was asked to put that change in the potential change orders for the next report. Chairman also indicated that any potential changes should be recorded so the Commission is aware of costs and the bottom line balance. Ms. Kahkonen is responsible for most of the “soft costs” with the exception of the architectural fees. The Commission requested that the estimated costs for computers, furniture, landscape, also be included in the potential change order report.

VOTE: The motion passed 5-0-0.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Alford to authorize payment of \$2,650 to Independent Materials Testing for soil, concrete, steel, rebar testing, cylinder breaking, and floor flatness tests. The motion passed 5-0-0.

Mr. Neumann indicated that Barr, Inc. has failed every floor flatness test. The options are to make the contractor fix the floor. Mr. Neumann will look at the tests and the location of the shelving in that area. In areas where furniture cannot be adjusted, they will have to fix. It was suggested that Barr should pay for the retest. Mr. Neumann stated that they have already paid for retesting in other areas. This charge comes from the testing.

The elevator was tested and a quote was received from Theisen Krupp. They have maintained the Town Hall elevator for several years. A quote was received from Otis Elevator 4 years ago for \$25,000 to replace the cylinder and was unresponsive. The quote from Theisen Krupp is \$16,000 for the cylinder replacement, plus controls approximately \$9,000, and environmental cleanup came in at \$3,500. The cylinder is currently leaking and oil is on the floor. Mr. Neumann will make sure that everything is included. This is higher than the \$25,000 originally budgeted. Mr. Neumann will have final numbers for the next meeting.

Chairman Novak stated there are a lot of serious issues that could affect finishing the project. It was noted that the contractor is responsible for paying rent at train station and Aglow, utilities, additional architectural and engineering fees until the completion of the project. Ms. Whitmore stated the contractor's main problem right now is the specifications called for a specific roof and did not provide an alternate. Mr. Ewing gave several options that the contractor could use. It was agreed that all this should be documented. The roofing consultant fees can be backcharged to Barr, Inc. to help them.

9. L. P. Wilson Center Roof Replacement Project

Mr. Neumann distributed a project funding status report. Mr. Neumann reported that he notified the consultant that he would be paid by what the contract calls for because he had not responded earlier. The consultant requested consideration to be paid an additional \$16,684. Mr. Neumann stated he could present a compromise to the PBC for an additional \$4,692, which is the difference between the next low bidder price of \$43,330 and James Vance cost of \$38,638.

The contract was awarded because of the inspection prices; otherwise Ewing Associates would have been the low bidder. James Vance indicated this cost was too low. It was estimated that James Vance incurred approximately \$1,000 to \$1,200 per week in out of pocket expenses. It was the consensus of the PBC that the roofing consultant should have pushed the roofing contractor. The consultant, in essence, is asking the PBC to allow him to change his rates for inspection. It was noted that there was no completion date, but the contractor indicated the contract would be complete in 4 weeks. This was in the contract. The RFP requested an estimate for the time of installation.

Mr. Neumann reported there were \$12,000 in change orders for this project for a \$700,000 project. The change orders extended the project a week, which Mr. Neumann agrees. However James Vance is now asking for \$3,200 per week instead of \$840 per week as contracted. The additional 26 days would be paid for a total of \$4,668. The PBC does not see how they could pay the contractor at an increased fee.

10. Welch Pool Renovation

Mr. Neumann is trying to get an updated quote on the pool cover. The price three or four years ago was \$18,000, but the costs have come down. Mr. Neumann is working on the painting costs. There was discussion on covering the pool and the necessity of covering. Mr. Neumann indicated that the benefit of the cover is to prevent acid/power washing of the pool. The pool will be drained below the skimmers. Mr. Neumann will look into this further.

In the bathrooms, will replace the partitions with a non-rusting material. Outside bathrooms will be painted.

Put \$21,000 aside for the electrical, which came in at \$15,000 to complete. Leaving a balance of \$45,000 for the painting, partitions and some plumbing work in the bathhouse.

11.Milo Peck Center Improvements

Working with Joe Auclair on this project. He will have to obtain insurance in order to continue to work on this project. He has reviewed the situation, everything in on CAD, has recommendations, and pictures and a full set of prints.

Mr. Neumann talked about solar panels for the building to be used mostly for lighting. General Electric buys the system and installs it on the roof and maintains the system.

MOTION: A motion by Commissioner Hazelton, second by Commissioner Gustafson to authorize payment of \$6,032.50 for services rendered on the Milo Peck Center Improvements Project. The motion passed 5-0-0.

12.Minutes of Preceding Meetings

MOTION: A motion by Commissioner Peck, second by Commissioner Alford to accept the minutes of the August 5, 1005 Special Meeting. The motion passed 3-0-2. (Commissioners Hazelton and abstained)

Motion: A motion by Commissioner Hazelton, second by Commissioner Peck to accept the minutes of the August 9, 2005 meeting. The motion carried 5-0-0.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Alford to accept the minutes of the August 31, 2005 Special Meeting. The motion passed 4-0-1 (Commissioner Peck abstained).

13.Staff Reports - None

14.Adjournment

MOTION: A motion by Commissioner Hazelton, second by Commissioner Gustafson and passed unanimously to adjourn the meeting at 9:36 p.m.

Respectfully submitted,

Janet M. Burke, Recording Secretary