

**Public Building Commission
Regular Meeting
Windsor Town Hall – Ludlow Room
July 12, 2005**

Draft Document – subject to approval

Present: Chairman Novak, Commissioners Alford, Gustafson; Alternate Commissioners Bennett and Peck; Al Neumann, Building Superintendent; Dennis Shevel, Physical Plant Manager (left at 7:11 p.m.); Brian Funk, Public Works Director (arrived at 7:03 p.m.); Laura Kahkonen, Library Director (left at 7:44 p.m.); and Darlene Whitmore, Best Joslin Architects (left at 7:44 p.m.).

1. Call to Order

Chairman Novak called the meeting to order at 7:00 p.m. Alternate Commissioners Bennett and Peck were recognized as voting members.

2. Public Communications – None

3. Facility Planning and Reuse Study

Mr. Neumann reported he will be setting up a meeting with the Board of Education and town directors to discuss the planning project. He should have a Request for Proposal by the next PBC meeting for review.

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

All punch list items have been completed and all invoices have been paid. There is approximately \$4,700 left in the project. (Mr. Funk arrived.)

7. Clover Street School Window Replacement Project

Mr. Shevel reported that 33 of the 70 windows have been replaced.

It was discovered that the contract documents include the unnecessary replacement of 7 pairs of doors. These doors were replaced three years ago and have windows in them. The replacements are solid doors. The contractor has indicated a \$300 credit for each pair of doors. Mr. Shevel and Ms. Whitmore will further discuss this credit, as they believe the credit should be larger.

Mr. Shevel also expects a credit for the window wall in the library. He indicated that this would become a solid wall.

In Building #5, Mr. Shevel stated that there is a different situation the in the other buildings. IN the area near the side exit doors, there are two little rooms that have a wall that abuts the window wall. In order to

facilitate the placement of the new windows, a portion of this wall must be removed and later replaced. He expects a change order for this work.

MOTION: A motion by Commissioner Bennett, second by Commissioner Gustafson to authorize payment of \$27.98 to Joseph Merritt & Company for printing services for the Clov Street Window Replacement Project. The motion passed 5-0-0.

MOTION: A motion by Commissioner Peck, second by Commissioner Alford to authorize payment of \$158,812.73 (Application #4) to Michael James Company, for windows, doors and labor on the Clover Street Window Replacement Project. The motion passed 5-0-0.

(Mr. Shevel left the meeting at 7:11 p.m.)

8. Windsor Library Renovation and Expansion Project

Ms. Whitmore reported that Barr Inc. will attend the August meeting. Mr. Neumann distributed the budget report that includes change orders and anticipated changes. Commissioner Gustafson indicated that there is approximately \$321,000 left and noted that the change order information did not print out in the budget report. He will make the corrections and reissue the report.

A credit of \$4,925 was transferred to the project from the fees charged to the contractors when they purchased the plans and specifications for bidding.

Mr. Neumann was sent a copy of Barr's revised construction schedule. She still estimates they are three weeks behind. Chairman Novak spoke with the contractor last week and he will revise the schedule to reflect completion the end of December/beginning of January.

Ms. Whitmore reported that a letter was sent to Barr, Inc. citing their concern with the lack of labor on the project and how they have been handling the materials on site. Ms. Whitmore is concerned with exposure to the elements.

Currently, ductwork is being installed, electric is being roughed-in, and sprinkler system work is underway. The concrete floor on the east side addition should be poured this week. The LVL and I-beams that were exposed to the weather have been covered. The Clerk of the Works will obtain certification that these can still be used. Construction on the front entrance has not yet started.

The Commission discussed placing an architectural rendering of the building on site for the public to view. It was noted that the only rendering is of the Broad Street side of the building. It was suggested that the web site be listed for the public to view.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Bennett to authorize payment of \$4,520.50 to Independent Materials Testing for testing services through May 23, 2005.

Mr. Neumann indicated that the Town does not have to pay for tests that failed, so there will be a credit issued for the tests that did not pass.

VOTE: The motion passed 5-0-0.

MOTION: A motion by Commissioner Alford, second by Commissioner Peck to authorize payment #5 to Barr, Inc. for \$453,123.59 for the Windsor Library Renovation and Expansion Project.

Ms. Whitmore indicated that this is a regular monthly payment that reflects the percentage complete for the month. The architect and staff have reviewed this request.

VOTE: The motion passed 5-0-0.

Ms. Whitmore reviewed PCO #20 for 5 additional floor openings with an estimate of \$7,794. This work will be done on a time and material basis. These are floor registers and duct openings. This was a necessary field change. The Clerk of the Works (Mr. Smith) will be on site when this work is completed.

PCO #21 is for the modification of a steel beam for \$1,482. There was a dimension problem on the drawings. The line of dimensions did not add up to the total dimension. There will be further discussions on this

Chairman Novak reported that Barr is concerned with the request of the fire marshal regarding caulking. It was noted that due to the different qualities of different caulking, the contractor was requested to use the same caulking product throughout the project. This would eliminate questions on fire protection ratings.

Mr. Neumann informed the Commission of the Internet problems that are delaying the staff move from the Mather House to the Train Station. He indicated that the phones will be ready by Friday, but the Internet DSL could not be installed for two to three weeks. Ms. Kahkonen indicated they couldn't function without the Internet. (Ms. Kahkonen and Ms. Whitmore left the meeting.)

9. L. P. Wilson Center Roof Replacement Project

Mr. Neumann reported they are finding small things that need to be addressed. It was noted that J. Vance is the architect and consultant and Darling Associates are the roof consultants.

Mr. Neumann is working on a discrepancy on charges above the contract amount. He received the certified payrolls and will review this further.

10. Welch Pool Renovation

The main pool is up and running. Mr. Neumann is holding some money because of problems with the little kids pool. He stated there is a plumbing problem.

11. Milo Peck Center Improvements – No update

12. Minutes of Preceding Meetings

MOTION: A motion by Commissioner Gustafson, second by Commissioner Alford to approve the minutes of the June 28, 2005 meeting as submitted. The motion passed 5-0-0.

13. Staff Reports

Commissioner Peck informed the Commission that he has been using the Library project budget reports as a teaching tool for his college courses.

14. Adjournment

MOTION: A motion by Commissioner Gustafson, second by Commissioner Alford and passed unanimously to adjourn the meeting at 8:04 p.m.

Respectfully submitted,

Janet M. Burke, Recording Secretary