

Public Building Commission
Regular Meeting
Windsor Town Hall – Ludlow Room

May 23, 2006

Present: Chairman Novak, Commissioners Alford, Gustafson; and Alternate Commissioners Bennett and Peck.

Also Present: Brian Funk, Public Works Director; Al Neumann, Building Superintendent, Laura Kahkonen, Library Director (left at 8:20 p.m.); Darlene Whitmore, Best Joslin (left at 8:24 p.m.).

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1. Call To Order

Chairman Novak called the meeting to order at 7:00 p.m.

2. Public Communications – None

3. Facility Planning and Reuse Study

Chairman Novak noted a presentation scheduled for June 5, 2006 at 6:00 p.m. to the joint committee of the Board of Education and the Town Council.

Commissioner Peck was concerned that in light of the budget issues, the PBC might want to postpone the presentation. The Commission agreed that the meeting will be rescheduled.

4. Windsor Library Renovation and Expansion Project

Mr. Neumann reported there will be CO inspection tomorrow. He also reported that Simplex is now missing another piece for the elevator. At this point, he is not sure when the final inspection will be done for the elevator. Ms. Kahkonen reported they hope to open the library on May 30, 2006.

The landscaping will be completed by the June 9th Grand Opening Celebration. The dedication of the Library will be on June 10, 2006 at 11:00 a.m.

Ms. Whitmore reported she spoke with Mr. Darrigan of Barr, Inc. today and was told the building would be painted today. It was noted that some painting was done on the inside yesterday, but Ms. Kahkonen reported construction workers were scarce today. Ms. Whitmore informed Mr. Darrigan the building should be painted by the May 30th opening. It was noted that the chipped painted must be scraped first.

Ms. Whitmore reported the front entrance columns have not yet arrived. Mr. Neumann indicated he will have the columns custom made and back charge the contractor if necessary. A letter will be sent to the contractor regarding the columns. Ms. Whitmore noted the contractor has had many excuses as to why the columns are not on site.

The PBC punch list developed at the May 18, 2006 meeting was given to the Architect to incorporate with their punch list.

With regard to the chiller pump, Ms. Whitmore reported that LMG Engineering designed the wrong pump for the chiller unit. They thought it was a closed circuit system, but it is an open system. Barr, Inc. was given the drawings and asked him to provide a price to move the pump to

another location (closer to the chiller tower). It was noted they will use the pump, but it will be relocated and repiped with a new conduit and disconnect. It was noted that new holes need to be cored. Mr. Neumann will monitor the air conditioning and the elevator work this week.

It was questionable as to whether the elevator work would be complete by next Tuesday.

Ms. Whitmore reported the only millwork not on site are the display cases. The half-circle windows are not on site either.

Ms. Whitmore reported they removed the carpet by the Circulation Desk; however she will follow up with the contractor to get that carpet and the additional 2% they are required to provide to the Library. It was noted the Circulation Desk was cut out to accommodate the floor outlet and a lower panel will be installed to disguise the outlets.

Ms. Kahkonen reported they are not sure if they will use the telephone or fire paging system.

The Commission reviewed the project budget and briefly discussed the telephone and landscaping budgets. Mr. Neumann reported the cost of the landscaping is approximately \$27,000 and the sprinkler system is \$5,900.

Mr. Neumann reported that he received the electric and utility bills for the library, which are the contractor's responsibility. It was noted the utilities are his responsibility as long as the contractor is working in the library.

It was reported that four loads of loam, stored at the Parks Garage, were inadvertently used by the Park Department. Mr. Funk stated they would replace the loam, but Mr. Neumann had told the contractor to go ahead and replace it. The cost was \$1,878.80. This will be submitted as a change order, but Mr. Funk stated Public Works will take care of this. Ms. Whitmore reviewed some other pending change orders.

Regarding the steps leading into the Mather House basement, Ms. Whitmore reported the contractor originally began to demolish these stairs, tried to make repairs when he realized they were to stay, but they are in terrible condition. The PBC agreed it is the responsibility of the contractor to make the necessary repairs.

Mr. Neumann reported the rotten wood frame will be cut out and replaced. There was discussion on the key system. Barr, Inc. needs to tell staff how all the doors have been keyed. It was noted that manuals and training of all systems must be done.

The PBC discussed when it would be appropriate to place a cost value on the punch list items. Ms. Whitmore reported that a "final" punch list has not yet been developed. The contractor still has work to complete. It was noted, however, that a punch list has been done for the lower level. The contractor must give the Architect 10 days notice to do a punch list, and they have not yet been notified.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Peck to authorize payment of \$3,800 to Best Joslin for HVAC commissioning. The motion passed 5-0-0.

It was noted that Best Joslin returned a check for \$5,900 that was an overpayment to them. Chairman Novak stated a letter will be sent thanking Best Joslin for their honesty in returning the check.

Ms. Kahkonen noted that several student volunteers have been provided from Loomis Chaffee to help restack the books.

It was noted there is still no resolution on coating the ceiling. Mr. Neumann will check on the shutters. The PBC expects the contractor will provide a credit for not having to paint the shutters. Letters should be sent to the contractor regarding the exterior painting and the column installation.

Ms. Kahkonen asked how opening the library would affect the contractor's work. Mr. Neumann indicated the contractor would have to work around the patrons. It was suggested that some before and after pictures be presented to the Council.

The PBC again discussed creating a "One Way" driveway. Pedestrian traffic will also be discussed with the church. It was noted that there are future provisions for additional parking on the south driveway (provided it is one way). There are approximately 4 more spaces than before. (Ms. Kahkonen left the meeting.)

5. Clover Street School Window Replacement Project

Ms. Whitmore reported they have not heard anything from Michael James Company since the last letter from the Town Attorney.

Chairman Novak stated Mr. Shevel was to hire someone to paint the doors and complete the necessary work. It was unclear as to the status of this contract work. It was thought the work must be done after school gets out. The Commission asked that Mr. Greco provide a report at the next meeting. (Ms. Whitmore left the meeting)

9. Minutes of Preceding Meetings

MOTION: A motion by Commissioner Peck, second by Commissioner Gustafson to approve the minutes of May 9, 2006, as submitted. The motion passed 5-0-0.

MOTION: A motion by Commissioner Peck, second by Commissioner Gustafson to approve the minutes of May 11, 2006, as submitted. The motion passed 5-0-0.

MOTION: A motion by Commissioner Peck, second by Commissioner Gustafson to approve the minutes of May 18, 2006, as submitted. The motion passed 5-0-0.

6. Roger Wolcott School Floor Tile Abatement - No update

Mr. Neumann will coordinate the invoice payments for this project with Mr. Greco.

MOTION: A motion by Commissioner Peck, second by Commissioner Alford to authorize payment of \$400 to EnviroScience for pre-bid design and support for the Roger Wolcott School Floor Tile Abatement Project. The motion passed 5-0-0.

5. Clover Street School Window Replacement Project

Commissioner Gustafson asked if the PBC should contact the bonding company that they are going to contract someone else to complete the project. Commissioner Alford also asked if the project has officially been terminated. The PBC will ask the Town Attorney if they have the legal right to

hire another contractor or is the bonding company the one who hires the contractor. It was noted that to date nothing has been sent to the bonding company.

7. Welch Pool Renovation

Mr. Neumann is waiting for partitions for the bathrooms. A portion of the old door frames were cut out and replaced, the building is being power washed, and new windows are being installed. He is still not sure if the fence will be painted or replaced.

There was brief discussion on the gate latches and code requirements.

8. Milo Peck Center Improvements – No report

9. Staff Reports

Mr. Funk reported the Town Improvements Committee of the Town Council met last week to review the Capitol Improvement Program. They concentrated on FY 07. Hayden Station Fire House was scheduled for FY07, but was deferred until FY 08. A preliminary study may be referred to the PBC for FY07.

The Milo Peck Center was also scheduled for FY07, but the Town Manager was directed to come up with a short term plan to maintain the building at this time.

Chairman Novak reported, in response to the letter from Mr. Bradshaw Smith regarding the Train Station, that public restrooms in unoccupied buildings were closed by the Police Chief for security reasons.

Mr. Funk reported the Town Council approved and authorized the PBC to oversee the Poquonock School Roof Replacement Project. The Board of Education has completed the State application for approval.

Hayden Station Fire House and Poquonock School Roof will both be added to the PBC agenda.

10. Adjournment

MOTION: A motion by Commissioner Peck, second by Commissioner Gustafson to adjourn the meeting at 8:50 p.m. The motion passed unanimously.

Respectfully submitted,

Janet M. Burke
Recording Secretary

These minutes were approved, as submitted, by the Public Building Commission at their June 13, 2006 meeting.