Public Building Commission
Regular Meeting
Windsor Town Hall – Ludlow Room

May 9, 2006

Present: Chairman Novak, Commissioners Gustafson, Hazelton and Johnson (arrived at 7:25 p.m.); and Alternate Commissioners Bennett and Peck.
Also Present: Brian Funk, Public Works Director; Al Neumann, Building Superintendent; Darlene Whitmore and Barbara Joslin, Best Joslin (arrived at 7:05 p.m./left at 8:05 p.m.).

1. **Call To Order**

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

A certified letter was received from Mr. Bradshaw Smith regarding his previous letter regarding the restrooms at the train station. Chairman Novak stated a letter of response was sent to the original letter and it was agreed that another follow-up letter will be sent to Mr. Smith.

2. **Facility Planning and Reuse Study**

Chairman Novak reported a presentation was made at the last Town Council meeting. He distributed the "Draft Executive Summary" that was used for the presentation. Chairman Novak noted that the key changes were to page 1-13 and the Recommendations on page 1-15.

Chairman Novak reported the Town Council referred this study to the Town Improvement Committee and they also wanted to have a presentation to the Joint Board of Education/Town Council Committee, as well as the Finance Committees for each. There was discussion on whether a presentation should be made to the full Board and Town Council. It was agreed to ask for at least one hour for the presentation and questions.

3. **Windsor Library Renovation and Expansion Project**

The Commission discussed the Temporary Certificate of Occupancy. Mr. Neumann noted that a relatively new requirement of the State is that Temporary COs are only good for one month. Ms. Whitmore reported they are waiting for completion of the elevator work and noted this will definitely hold up a TCO.

It was noted the Grand Opening is scheduled for June 9, 2006, but staff is hoping to open the building by the middle of next week. A punch list needs to be done for the upstairs areas.

Ms. Joslin reported the millwork is the old courtyard area is not finished.

Ms. Whitmore informed the Commission of a letter they received from Mr. Darigan of Barr, Inc. with regard to Best Joslin and the PBC's request for a credit on spraying the ceiling. Ms. Whitmore noted she just received this letter this afternoon.

Mr. Darigan's position is that based on the $6,300 original estimate for ceiling work, spraying and lift rental, they have expended a considerable amount of additional work on the ceiling tiles. He

indicated their expenses in purchasing additional tiles, repairing the spring loaded grids, and longer lift rental were $10,200.

Chairman Novak noted that Barr was to put in a change order for the additional work on the ceiling tiles. Mr. Neumann stated there were conversations with Barr and Ken Best regarding the work. Mr. Neumann indicated that the spring system failed once Barr started removing tiles.

It was noted the only estimate the PBC currently has to spray the ceiling is $20,000. That contractor indicated that if the ceiling were sprayed prior to furniture and books being moved in, the cost would have been closer to $7,000.

It was noted the letter from Mr. Darigan does not address any credit for spraying the ceiling, which was in his original estimate. Best Joslin will send out a response to Barr, Inc. The original estimate included approximately $4,800 for the coating. Spraying a coating on the ceiling will not have to wait. (Commissioner Johnson arrived)

Application #15 from Barr, Inc. was presented for payment. Chairman Novak noted at the last meeting the contract amount was exceeded. Commissioner Gustafson noted he did not have the breakdown from each payment application as to how much of the payment was for change orders. The budget document dated 5/9/06 has the updated information through Application #13. There is a balance of $170,000 plus the 5% retainage amount.

Chairman Novak recognized Alternate Commissioners Bennett and Peck as voting members.

MOTION: **A motion by Commissioner Bennett, second by Commissioner Hazelton to authorize Payment Application #15 for $34,085.29 to Barr, Inc., as progress payment for the Windsor Public Library Renovation Project. The motion passed 5-0-0.**

There are some other issues for the PBC to review. Ms. Joslin stated the contractor had problems with the mirror wall in the lower level and has offered a $600 credit to accept them as they currently are installed. It was noted the mirrors are not all flush and aligned. The contractor claims that this is because of glue spots behind the mirrors. Ms. Joslin recommends the PBC accept the credit. *The PBC agreed to look at this situation and will hold a special meeting on Thursday, May 11, 2006 at 5:15 p.m. at the Library.*

Ms. Joslin also noted a floor outlet behind the circulation desk that the Commission can look at for suggestions. The outlet is currently not useable and they are currently discussing options. One of the options would cost approximately $3,000 to provide a junction box. It was also noted this outlet could be abandoned. Ms. Joslin indicated the problem seems to be with the millwork contractor's location of the desk. She noted the outlets were installed to with ½ inch of what was called for on the plans.

Ms. Whitmore reported the trim work on the Mather House should be done this week and the painting should also be done on the entire building. The shutters for the Mather House should be in soon. Commissioner Bennett noted a peeling situation on the south side of the building. Ms. Whitmore indicated this peeling was caused because the gutter had not been repaired and leakage created wet brick.

Mr. Funk reported the landscaping will be done by the Grand Opening date of June 9th. Ms. Joslin indicated there may be some additional requests for shelving items. Mr. Neumann reported the telephones that have been plugged in are working. Ms. Whitmore will check on a concern of Commissioner Gustafson's regarding what looks like missing trim on the attic window on the west side of the building.

With regard to the security cameras, Mr. Neumann has not done anything with this, as he is trying to resolve the elevator work, code issues and landscaping. Ms. Whitmore reported the ventilation is taken care of, but they do not have the right connection to connect this to the elevator. Mr. Neumann reported Thiessen Krup is requesting additional money. Mr. Neumann also reported that during demolition in the pit, the lighting was disconnected and the ladder removed.

It was noted that Best Joslin must submit a certificate of substantial completion in order to request an inspection for a Temporary Certificate of Occupancy. Mr. Neumann reported that all life safety issues have been inspected and approved and all regular inspections have been made. He has a walk-through scheduled tomorrow with the Fire Marshal.

Mr. Neumann reported on a $900 estimate to provide a new pit ladder below the elevator. It was noted the design must be submitted to the State of Connecticut for approval. He also noted a $2,200 cost to install infrared door protection devices, which are required by the ADA.

It was agreed the contract was to bring the building up to code and it was agreed it is less costly to do the work now.

MOTION: **A motion by Commissioner Gustafson, second by Commissioner Peck to authorize up to $3,500 for elevator accessories and ladders. The motion passed 5-0-0.**

With regard to the Aglow building, Mr. Neumann reported some plow and mowing damage has been done and the parking lot needs to be swept. (Ms. Whitmore and Ms. Joslin left) Mr. Neumann reported an estimate of $6,930 to complete this work. It was noted the landlord is currently holding a $3,900 security deposit.

Commissioner Bennett asked about the lettering on the west side if the Library. Mr. Neumann does not have any prices on this but he will be talking about this at the Town Planning & Zoning Meeting tonight. He noted that one of the existing signs (with the hours of operation) will be refurbished and reused. Standard interior signage will be placed prior to the Grand Opening and other signage will be installed as needed after that.

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

To the knowledge of the PBC, there has been no further correspondence from Michael James Company. It was also noted there may be some door painting that still needs to be done.

5. **Roger Wolcott School Floor Tile Abatement - No update**

6. **Welch Pool Renovation**

Mr. Neumann repainted the existing doors and the trim is being painted. The building is being power washed and Mr. Neumann is looking at the cost of replacing the existing fence versus painting it. The bathroom partitions have been ordered. A small hot water heater with a pump

(on a timer) will be purchased instead of trying to use solar panels. Mr. Neumann noted that the exterior bathrooms now have updated lighting and will also be refurbished.

7. **Milo Peck Center Improvements**

Mr. Neumann is waiting for a proposal from Ewing Associates for design of the roof project. Mr. Auclair is working as an engineering consultant and working out the details of this project. He has met with the Fire Marshal and the Discovery Center Director to discuss how some of the project could be completed during the week when the building is occupied.

MOTION: **A motion by Commissioner Peck, second by Commissioner Gustafson to authorize payment of $2,054.64 to East Consulting Services for copy and printing expenses, mileage, and 30 hours of service on the Milo Peck Center Roof Project. The motion passed 5-0-0/**

8. **Minutes of Preceding Meetings**

MOTION: **A motion by Commissioner Gustafson, second by Commissioner Bennett to approve the minutes of April 25, 2006, as amended. The motion passed 5-0-0.**

9. **Staff Reports - None**

10. **Adjournment**

MOTION: **A motion by Commissioner Peck, second by Commissioner Gustafson to adjourn the meeting at 8:25 p.m. The motion passed unanimously.**

Respectfully submitted,

Janet M. Burke
Recording Secretary

These minutes were approved by the Public Building Commission at their May 23, 2006 meeting.

Public Building Commission
Special Meeting
Windsor Public Library – Lower Conference Room

May 11, 2006

Present: Chairman Novak, Commissioners Gustafson, Hazelton; and Alternate Commissioners Bennett and Peck.
Also Present: Brian Funk, Public Works Director; Laura Kahkonen, Library Director; Barbara Joslin, Best Joslin Architects.

The Public Building Commission toured the Windsor Library construction site from 5:15 p.m. until 5:50 p.m.

1. **Call To Order**

   Chairman Novak called the meeting to order at 5:50 p.m. and recognized Alternate Commissioners Bennett and Peck as voting members.

2. **Windsor Library Renovation and Expansion Project**

   MOTION: **A motion by Commissioner Gustafson, second by Commissioner Hazelton to cut the cover on the floor outlet under the circulation desk, pull up the wires and install two outlet boxes (one data/voice and one electric) on the desk.**

   Ms. Joslin will ask Nova Company to lift up the desk so this issue can be resolved.

   Commissioner Bennett does not feel this work should be charged to the project. Ms. Joslin stated she will hold some funds from the contractor for this repair. Commissioner Novak stated this issue involves the architect, the millwork contractor, and the electrician.

   VOTE: **The motion passed 5-0-0.**

   Regarding the mirrors on the walls in the lower level, it was suggested that a ½ inch vinyl strip be installed over the mirrors. There was concern that this might call more attention to the difference in the mirrors.

   MOTION: **A motion by Commissioner Peck, second by Commissioner Bennett to agree to a credit of $600 from the contractor to accept the mirrors on the lower level wall, as is. The motion passed 5-0-0.**

   Commissioner Peck noted that some of the hand rails seem loose. The Commission also noted there is a lot of painting work to be done.

   Ms. Joslin reported they have not started a punch list in the upper level as the contractor is not close to being ready. However, Ms. Joslin reported the mechanical/electrical consultant has started his punch list.

   Chairman Novak suggested the PBC hold a Special Meeting when the punch list is developed sot they can review what is on the list.

It was noted the exterior door (existing) in the "new book" section does not close or lock and the door from has rotten wood. The Commission feels this should have been taken care of as part of the project.

Commissioner Gustafson noted the "hole" around the attic window on the west side of the building. With the pending rain, this will be looked into.

Commissioner Bennett noted the brick stairs in the lower level going into the Mather House basement are dirty and broken. Ms. Joslin stated that when the project started, the contractor began to demolish the stairs and then stopped and tried to fix them. She noted nothing was to be done to the stairs. It was agreed that the bricks should be removed and reset. Ms. Joslin will review the situation and present some options.

Mr. Funk noted there is only one floor drain in the Mather House basement. His concern is with flooding problems in the lower level. It was noted the drain is 6" above the floor. Mr. Funk also noted chipped and peeling paint on the south side of the building.

There was a brief discussion regarding the programming of the thermostats. Chairman Novak also noted that the light fixtures should be leveled and straightened.

Ms. Kahkonen reported they are moving out of the Train Station on Monday and hope to open the library on May 22, 2006. It was noted that the building cannot open until the elevator work is completed and approved.

It was agreed to hold a Special Meeting on Thursday, May 18, 2006 at 5:00 p.m.

3. **Staff Reports - None**

4. **Adjournment**

MOTION: A motion by Commissioner Peck, second by Commissioner Hazelton to adjourn the meeting at 6:15 p.m. The motion passed unanimously.

Respectfully submitted,

Janet M. Burke
Recording Secretary

These minutes were approved by the Public Building Commission at their May 23, 2006 meeting.