

Public Building Commission
Windsor Town Hall – Ludlow Room
January 24, 2006

Draft Document – Subject to Approval

Present: Chairman Novak, Commissioners Alford, Gustafson, Hazelton; and Alternate Commissioner Bennett; Al Neumann, Building Superintendent; Dennis Shevel, Physical Plant Manager (left at 8:03 p.m.); Laura Kahkonen, Library Director (arrived at 7:11 pm and left at 9:20 pm); and Darlene Whitmore, Best Joslin Architects (left at 9:20 pm).

1. Call To Order

Chairman Novak called the meeting to order at 7: 05 p.m. Alternate Commissioner Bennett was recognized as a voting member.

Alternate Commissioner Bennett has been reappointed for a three-year term to expire November, 2008. He was thanked for volunteering his time and for his attendance at the meetings.

2. Public Communications – None

3. Facility Planning and Reuse Study

Chairman Novak reported that the January 11, 2006 Workshop has been shown on Windsor Government TV.

Commissioner Gustafson attended a meeting last Thursday at which time Mr. Barrett requested a meeting with the PBC prior to the next workshop on February 15, 2006.

MOTION: A motion by Commissioner Alford, second by Commissioner Bennett to hold a Special PBC Meeting on February 7, 2006 with a full agenda, and to cancel the regular meeting on February 14, 2006. The motion passed 5-0-0.

(Ms. Kahkonen arrived)

Mr. Neumann reported the intent of this meeting would be to trim some of the options for presentation at the workshop. Commissioner Gustafson stated the PBC would decide the options that could not be done based on facility sizes and requirements. The PBC and DRA still want more input from the public.

Mr. Barrett from DRA will be asked to email the PowerPoint presentation to the PBC members prior to the February 7th meeting. This will allow the members to review the material and ask questions on the 7th.

4. Clover Street School Window Replacement Project

Ms. Whitmore spoke with the Town Attorney and was informed he did not send out a letter to Michael James Company. He did, however, review the letter from Ms. Joslin to Mr. Cristini.

Mr. Shevel distributed copies of the budget showing an encumbered balance of \$19,239.55 and a project balance of \$155,913.07.

Chairman Novak stated the PBC talked about the penalty at the last meeting and it was agreed that Michael James Company will not receive any bonus and to go after a penalty. Ms. Whitmore indicated the Town Attorney does not advocate the penalty because obtaining the penalty fees is usually not successful. Mr. Shevel stated this is a penalty, not liquidated damages. He questioned what would happen if this goes to court and the PBC has forgiven the penalty fee. He does not feel the Commission would have any bargaining power without the penalty.

The PBC agreed that the bonding company for Michael James Company should be notified of the problem with Michael James Company not completing the work. It was noted there are sufficient funds to complete the work by others.

The Town Council asked Chairman Novak why the PBC asked for additional money for this project and the project balance is now so large. It was noted there were three alternates and the two that were not approved total approximately \$100,000. One of the items was rebuilding the cubbies, which Mr. Shevel stated they decided to just reinstall them.

Regarding the outstanding work and corrections to completed work, Mr. Shevel indicated he can hire someone to work on the hardware, but most of the other items will wait for warmer weather. Commissioner Alford asked if Michael James Company has been notified that their contract with the Town of Windsor is now considered over.

It was noted that approximately \$16,000 of the \$19,239.55 is actual retainage. Mr. Shevel indicated the cost to complete and correct the work is approximately \$12,100.

Since the contract with Michael James Company was signed with the Town of Windsor, Chairman Novak feels a final letter should come from the Town Attorney to end their contract. It was stated a check could be prepared and held until MJC issues a credit change order for the remaining work. Mr. Shevel stated the contractor is ignoring the credit change orders and he does not accept the revision of Change Order 3B. He also noted the contractor feels he is owed close to \$50,000.

There was also discussion on sending MJC a check because the Labor Department recommended to the Town that no additional payment be made. Mr. Shevel indicated he has not heard any further information from the Labor Department and he could not reach them today. Mr. Shevel did not that the contractor worked on weekends and none of the certified payrolls they submitted included payment for this time.

MOTION: A motion by Commissioner Hazelton, second by Commissioner Gustafson to prepare a credit change order in the amount of \$12,102.00 to Michael James Company, and notify them that when the signed change order is returned, the Town will submit final payment of \$7,127.55. The change order will be attached to a cover letter from the Town Attorney stating that their contract with the Town of Windsor is being closed out.

Mr. Shevel noted that Best Joslin should also prepare a Final Payment Request with the change order. It was agreed that if Mr. Cristini of Michael James Company does not sign the credit change order, the Town will notify the bonding company.

VOTE: The motion passed 5-0-0.

It was noted that since the contract is with the Town of Windsor, the PBC should be the ones to notify the bonding company. A letter will be prepared.

5. Roger Wolcott School Floor Tile Abatement Project

Mr. Shevel reported that application has been made to the State; however he is waiting for certification for funding from the Town Council meeting on December 5, 2005 before it can be approved.

Chairman Novak shared information with the Commission regarding Freedom of Information requirements with regard to the filing of minutes.

5a. Clover Street School Code Updates

Mr. Neumann reported that the fire and building codes have been changed as of December 31, 2005. He is waiting for copies of the new codes. Chairman Novak also noted the Commission should wait for the outcome of the Facility Reuse Study before proceeding with this project. (Mr. Shevel left the meeting.)

6. Windsor Library Renovation and Expansion Project

Ms. Whitmore reported that Mr. Darigan could not attend tonight's meeting.

Ms. Whitmore reported the west gable-end has been completed and the slate contractor was on site today to clean off the roof. He should begin work tomorrow. The roof has been loaded with the slate and is ready to go.

The carpeting has been installed in the lower level. It was agreed that if anything gets wet in the lower level, the contractor is responsible for the repairs. Mr. Neumann reported every time it rains, he is checking for leaks. It was noted there is a window leak which should be fixed tomorrow. The ceiling grids are complete in the lower level. Finish heads are being installed to the sprinkler system.

At the Mather House, Ms. Whitmore reported the demolition work is done, but there is not much rough-in work completed. She also reported that some sidewalks were poured today.

There was discussion on a masonry structure for the dumpster. Mr. Neumann is looking at another material that could be used. Ms. Whitmore is waiting for a design for the infill of the brick louvers. The Town's mason will complete this work.

The project budget was distributed and reviewed. Ms. Whitmore also distributed copies of Proposed Change Orders 54R and 55-58.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Hazelton to accept Change Order #42 (PCO #55) to remove a wall in the Mather House Conference Room for a cost of \$545. The motion passed 5-0-0.

MOTION: A motion by Commissioner Alford, second by Commissioner Hazelton to approve Change Order #43 (PCO #56) for a motor starter on air handler #1 for a cost of \$1,019.08. The motion passed 5-0-0.

MOTION: A motion by Commissioner Hazelton, second by Commissioner Gustafson to approve Change Order #44 (PCO #57) for a cost not to exceed \$3,700.70 for a new copper gutter system on the west end of the building. The motion passed 5-0-0.

There was some concern with water draining down from the Mather House on the west side of the building (down the hill) and creating water problems in front of the new windows. Mr. Neumann and Ms. Whitmore will look into this.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Alford to approve Change Order #45 (PCO #58) to install two 3-inch conduits for future solar panels, including roof penetrations and flashing for a cost of \$3,299.04. The motion passed 5-0-0.

MOTION: A motion by Commissioner Bennett, second by Commissioner Gustafson to approve Change Order #46 (PCO #54R) to insulate the gable end of the new addition and provide a fire wall system at the northeast and east entries for a price of \$4,181.58.

Ms. Whitmore reported they did not know these entries until the walls were opened up. This fire wall is required by the Fire Marshal.

VOTE: The motion passed 5-0-0.

With these change orders, Commissioner Gustafson estimates the contingency balance to be approximately \$208,000.

Regarding the sidewalk elevations outside, Mr. Neumann reported the engineer failed to address the elevations of the light pole base. In raising the base, they will lose the existing wiring (it will be too short) and a new light must be installed. This light was not included on the original survey, but exists. Mr. Neumann stated a change order will be issued for this. He estimates the cost to be under \$2,000.

Ms. Whitmore also noted there may be some minor change orders for additional outlets. There was discussion regarding snow guards near the emergency exits and the delivery entrance. Ms. Whitmore was asked to get some prices for this.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Bennett to authorize payment of \$452.07 to Brannick Electric to relocate a fiber-optic panel to a downstairs location. The motion passed 5-0-0.

MOTION: A motion by Commissioner Alford, second by Commissioner Gustafson to accept Payment Application #11 for \$284,718.78 to Barr, Inc. The motion carried 3-1-1. (Chairman Novak voted no, Commissioner Hazelton abstained)

Chairman Novak wants to invite the president of Barr, Inc. if Mr. Darigan cannot attend the next meeting. It was agreed that the next meeting will be held at the Library for a tour of the building.

MOTION: A motion by Commissioner Hazelton, second by Commissioner Alford to authorize payment of \$2,848.20 to Best Joslin for interiors and \$8,497.25 for construction administration for January for a total of \$11,245.45. The motion passed 5-0-0.

MOTION: A motion by Commissioner Bennett, second by Commissioner Gustafson to approve \$916 to Best Joslin for additional architectural services associated with Change Orders #38 and #39. The motion passed 5-0-0.

Mr. Neumann reported that Mr. Red Smith retired. He is not planning to hire another Clerk of the Works and will monitor the project himself.

MOTION: A motion by Commissioner Alford, second by Commissioner Hazelton to transfer the balance for the Clerk of the Works to the contingency budget. The motion passed 5-0-0.

Ms. Kahkonen is working on ordering computers. There was discussion on the telephone system and the capabilities of making announcements.

Mr. Neumann will contact Barr, the Building Official, and the Fire Marshal to discuss the requirements for a temporary Certificate of Occupancy. He will then notify Aglow if necessary regarding any extension that might be required at that location. Ms. Whitmore reported the latest completion date is mid February. (Ms. Whitmore and Ms. Kahkonen left the meeting.)

7. L. P. Wilson Center Roof Replacement Project

Mr. Neumann is working on the final budget in order to close out the project.

8. Welch Pool Renovation

Mr. Neumann is obtaining prices for a pool cover and painting, including the chain link fence.

9. Milo Peck Center Improvements - No update

10. Minutes of Preceding Meetings

MOTION: A motion by commissioner Hazelton, second by Commissioner Bennett to approve the minutes of the January 24, 2006, as amended. The motion passed 5-0-0.

11. Staff Reports

Mr. Neumann reported a new Finance Director has been hired. The PBC discussed the financial reports and support from the Finance Department. Commissioner Gustafson will meet with the new Finance Director to review the reports.

12. Adjournment

MOTION: A motion by Commissioner Hazelton, second by Commissioner Bennett and passed unanimously to adjourn the meeting at 9:37 p.m.

Respectfully submitted,

Janet M. Burke
Recording Secretary