

Public Building Commission
Regular Meeting
Windsor Town Hall – Rose Room

July 11, 2006

Draft Document – Subject to Approval

Present: Chairman Novak, Commissioners Alford, Hazelton, Gustafson (arrived at 7:16 p.m.), and Johnson (arrived at 7:16 p.m.); and Alternate Commissioners Bennett and Peck (left at 7:35, returned at 8:35 pm).
Also Present: Brian Funk, Public Works Director; Al Neumann, Buildings & Facilities Manager; George Greco, Assistant Physical Plant Manager (left at 8:20 p.m.); and Darlene Whitmore, Best Joslin (left at 8:10 pm).

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

Waiting for a joint meeting of the Town Council and the Board of Education, which will be scheduled after the budget is approved.

4. Windsor Library Renovation and Expansion Project

Ms. Whitmore reported she spoke with Mr. Darrigan from Barr, Inc. regarding the outstanding change order items. She noted that Barr, Inc. has not formally asked for a review of the punch list.

The new shutters will be installed by Barr and Ms. Whitmore indicated the trim work should have been completed today. The building still needs to be painted, but Mr. Darrigan feels the punch list is complete.

Regarding the proposed change order for the pump relocation, Ms. Whitmore stated Barr reduced the cost from \$10,767 to \$10,240.83. Since she received this late today the Commission will hold off until Ms. Joslin talks to the contractor to verify the hours worked and to allow for staff review. Mr. Neumann stated some of this work was done in the evening. Barr included 40 hours for a laborer, carpenter, and a supervisor.

Backup was received for the electrical portion of the pump relocation change order. Cost of the change order is \$4,632.86. Mr. Neumann suggested not paying for the 4 hours included for the laborer and supervisor because they were included on the pump portion of the change order.

(Chairman Novak recognized both Alternate Commissioners as voting members tonight)

MOTION: A motion by Commissioner Bennett, second by Commissioner Peck to accept Change Order #65 for \$669.90 for a solenoid. The motion passed 5-0-0.

Ms. Whitmore reviewed a change order for smoke detectors and other code related changes totaling \$8,161.48.

MOTION: A motion by Commissioner Alford, second by Commissioner Peck to accept Change Order #66 for \$8,161.48 for additional fire code work.

Mr. Neumann noted this was due to the code interpretation of LMG Engineering.

VOTE: The motion passed 5-0-0.

A credit proposal was received for \$500 for the hanging signs, which Ms. Whitmore feels she needs to review with the contractor. Another credit change order was proposed for the refinishing of two existing doors in the amount of \$300.

MOTION: A motion by Commissioner Alford, second by Commissioner Bennett to accept Change Order #67, a CREDIT of \$300 for the refinishing of two existing doors. The motion passed 5-0-0.

Mr. Neumann has reviewed the punch list with the Barr employee on site. He indicated some items to be added to the punch list or they will be considered warranty items. (Commissioner Peck left)

Mr. Neumann reported the Town will be responsible for stucco work around the dumpster and the louvers, the sticky exterior door, furniture repairs, some millwork and wall patching (Mather House). Regarding the pedestrian crossing, Mr. Neumann reviewed this with the Traffic Engineer and a walkway will be striped. Concern with the overhang on the south side of the building prompted discussion. It was suggested that at that point there be a "bump out" and one lane for traffic. Lettering for the west side of the building will be done outside of the contract.

Mr. Darrigan is working on completing the owner manuals. Mr. Neumann noted that he cannot take over the systems until he has that information. One training session has been conducted on the systems.

After the last meeting Ms. Whitmore told Mr. Darrigan the PBC does not agree with his letter regarding the ceiling work and they would like to meet with him. It was agreed the next meeting will be held at the Library.

The project budget was distributed for review. Mr. Neumann reported a \$24,648.12 energy rebate check was received from Connecticut Light & Power. It was noted this money will go into the General Fund and not into the project unless it is transferred by the Town Council.

Commissioner Gustafson reported there is at least \$11,175 left in the furniture budget and staff is currently purchasing miscellaneous items. There was concern regarding these miscellaneous purchases and it was agreed that a limit should be placed on this spending. It was agreed that all items must be brought to the Commission by the next meeting or they will not be covered in the project.

The contingency balance is currently \$94,073.04, which will increase as line items are closed out and balances moved to contingency.

Mr. Neumann reported he is still waiting for a second price for the video security system.

Regarding the ceiling credit, Ms. Whitmore reported there is a \$12,000 value identified on the punch list for this work. If this is not resolved, two letters will be sent to Barr, Inc. to respond to this item or the amount will be withheld for non-response.

The incorrect computer chairs have been removed by BKM and the correct chairs have been ordered. Mr. Neumann has received a restocking charge, which the PBC agreed should not be paid. (Ms. Whitmore left the meeting.)

5. Clover Street School Window Replacement Project

Mr. Greco has received the two invoices for the painting of the exterior doors and the hardware, totaling \$10,778. All work has now been completed on this project and Mr. Greco has updated the Town Attorney on the project status.

(Commissioner Johnson was recognized to vote in since Commissioner Peck left the meeting)
MOTION: A motion by Commissioner Hazelton, second by Commissioner Alford, to authorize payment of \$8,350 to ADCO Services, Inc. and \$2,428 to Steeltech for door hardware and painting of the exterior doors to complete the Clover Street School Window Replacement Project. The motion passed 5-0-0.

Chairman Novak asked about the budget for this project and indicated it is ready to be closed out. It was noted that there is money owed Michael James Company, but Commissioner Alford asked if the Labor Department still recommends the Town hold any further payments. Mr. Greco reported the Michael James employees are not cooperating with the Labor Department in their investigation.

Chairman Novak stated the Commission is waiting for MJC to accept the final letter from the Town Attorney, but have not heard anything from them. It was suggested a letter be sent to the Labor Department stating the project is ready to be closed out and the contractor sent his final payment. It was also suggested a letter be sent to the Town Attorney as well.

6. Roger Wolcott School Floor Tile Abatement

Mr. Greco reported the abatement is complete and the installation of floor tile started yesterday. The carpet installer will follow the floor tile installation (each classroom has both carpet and tile). They are slightly ahead of schedule.

7. Poquonock School Roof Replacement Project

Mr. Neumann and Mr. Greco met and discussed possible solar applications. With the southern exposure this would be a good project for such an application.

Mr. Neumann distributed some literature and briefly reviewed some of the application types. Mr. Funk noted that New Haven schools have some solar applications.

There was brief discussion on LOCIP funding. Mr. Funk stated the Local Capital Improvement Program has typically been used for road work, but was recently used for the sand/salt storage facility and the washing station at Public Works.

8. Welch Pool Renovation

Mr. Neumann is waiting for the partitions. There is approximately \$11,000 left in the budget, which will not cover the cost of a canopy or a pool cover. He is assessing the facility to determine if any other work needs to be done.

9. Milo Peck Center Improvements

Plans and specifications were presented for the roof project. Mr. Neumann reported there are three phases of the project under the Capital Improvement and the garage roof is also included in the project.

The tile roof over the main portion of the building is in fair condition and could be deferred if necessary.

The work will be done in the fall with the bulk of the work being done during regular working hours. Mr. Neumann met with the Fire Marshal and the Building Official to discuss safety measures to take during construction of the occupied building.

MOTION: A motion by Commissioner Alford, second by Commissioner Hazelton to approve the plans and specifications for the Milo Peck Roof Renovation Project. The motion passed 5-0-0.

(Commissioner Peck returned to the meeting.)

10. Hayden Station Fire House

Mr. Neumann has copies available on the most recent study which he distributed via email to the PBC.

11. Minutes of Preceding Meetings

MOTION: A motion by Commissioner Alford, second by Commissioner Bennett approve the minutes of June 13, 2006 as corrected. The motion passed 5-0-0.

MOTION: A motion by Commissioner Johnson, second by Commissioner Bennett to approved the minutes of the June 27, 2006 meeting as submitted. The motion passed 5-0-0.

12. Staff Reports –

It was reported to the Commission that the Budget Referendum adopted the budget for FY 2007.

13. Adjournment

MOTION: A motion by Commissioner Johnson, second by Commissioner Hazelton to adjourn the meeting at 8:35 p.m. The motion passed unanimously.

Respectfully submitted,

Janet M. Burke
Recording Secretary