

Public Building Commission  
Regular Meeting  
Windsor Town Hall – Ludlow Room  
April 24, 2007

DRAFT DOCUMENT – SUBJECT TO APPROVAL

**Present:** Chairman Novak, Commissioners Alford, Hazelton, and Alternate Commissioner Bennett.

**Also Present:** Al Neumann, Buildings & Facilities Manager; Brian Funk, Public Works Director; and George Greco, Physical Plant Manager.

- 1. Call To Order** - Chairman Novak called the meeting to order at 7:00 p.m. Alternate Commissioner Bennett was recognized as a voting member.
- 2. Public Communications – None**
- 3. Facility Planning and Reuse Study – No Update – no current funding**
- 4. Windsor Library Renovation and Expansion Project**

Mr. Neumann reported that back in February, the PBC approved \$2,900 for the stucco work around the dumpster, but he cannot find where the PBC approved \$2,000 for the infill of the outside louvers. Commission members thought the \$2,000 was approved quite a while ago. The contractor can now schedule the work.

Commissioner Hazelton asked about curbing on the east side parking area by the building. His concern is that cars, while parking, will encroach on the sidewalk area because there is no barrier preventing this from happening. Mr. Neumann indicated that nothing was provided in the plans to divide the parking lot and the sidewalk.

Mr. Neumann reported he received plans for the HVAC improvements to the Mather House; he made comments and returned them to the engineer. The bid package should be ready shortly.

Regarding the HVAC system in the main library, Mr. Neumann indicated he is checking the system periodically and has found an issue with the outside air dampers and the logic panel. He is attempting to discover all issues prior to the end of the warranty period.

A price was received from DBC Interiors for \$4,422 for a fireproof homasode board with pin boards to cover the wrinkled fabric on the existing wall near the elevator. It was noted that the contract called for the wall only to be painted. Barr installed the fabric and issued a \$1,000 credit. Mr. Neumann estimates that a less costly solution can be used. He will check with staff to determine a workable solution. Commissioner Alford noted this area would not be a main focal point for artwork.

Work is continuing on the doors and hardware. There are still a few doors that need to be delivered. The faux painted doors are done. In response to Chairman Novak's question regarding a problematic door that did not shut, Mr. Neumann reported the door does now close, but at some point the weather stripping should be replaced. This was part of the problem and he estimates the cost to be \$200 to \$300.

The paging system is complete, but Mr. Neumann reported a problem with the contractor dumping the cardboard from the project in the Library dumpster, which required an additional pickup. The \$80 cost was deducted from the contractor's invoice.

The security system installation is also complete; however there are some minor adjustments that must be made to the cameras. Mr. Neumann reported the following buildings have security cameras installed: Town Hall, library, 330 Windsor Avenue, L.P. Wilson, Police Department, train station and Milo Peck. Any alarms go directly to a security company who either calls the police department or someone in Buildings & Facilities.

Commissioner Hazelton asked about the stair covers and was informed that the contractor is to submit an updated quote so a purchase order can be cut.

## **5. Poquonock School Roof Replacement Project**

Mr. Neumann is working on a Request for Proposal. The State Board of Education SFU paperwork needs to be submitted by the end of June. Mr. Greco informed the Commission he went to a training seminar regarding the submission of the necessary paperwork for school projects.

It is anticipated the design will be done this summer and construction on this project will take place next summer. A solar system will be included in the project.

The Commission briefly discussed upcoming building projects with Mr. Funk. It was noted that Clover Street Code Compliance should be added to the agenda.

## **6. Welch Pool Renovation**

Mr. Neumann reported the bathroom partitions will be installed this week. He was successful in finding an awning that could work to protect the pool equipment and is waiting for certification that the structure would withstand wind and weather.

## **7. Milo Peck Center Improvements**

Additional funding should be requested from the Town Council after the budget referendum. Mr. Neumann hopes to include the exterior steps in this phase of the project. The PBC discussed the insurance requirements of the engineer to design this project. Mr. Neumann is working on a Request for Proposal for the design and will obtain three quotes.

It is currently anticipated that the engineering proposals will be obtained by the end of the summer and the design work to take place this fall. It is then anticipated that the construction will occur the summer of 2008.

## **8. Public Works Complex Roof Replacement**

It was reported that Mr. Funk and Mr. Neumann have been discussing a solar application and storing energy in batteries for the building. However because of the low consumption in the building, this would not be useful. However, they discussed the possibility of storing the electricity for use on the Day Hill street lights. It was noted this would require the street lights to be metered and some modifications made to bring the electricity to the pedestals. It was suggested that if the ac/dc becomes a problem in using the electricity for both the building and the lights, to only use it for the lights.

Mr. Funk stated that if they used LED lights and solar energy, there might be a significant amount of interest and possibly grant funding for this green technology.

Chairman Novak noted the batteries take up a lot of room. Discussion ensued regarding a separate building for the batteries, the issue of fumes, and the vibration problems from traffic in the area.

Mr. Funk reported that if the power is not used, the Town cannot sell it back to the utility company and the energy would be wasted and powering the street lights would solve this issue. Commissioner Alford also stated that if some traffic lights were included in this, traffic problems during power outages could be minimized.

It was reported that \$50,000 has been approved for the roof design. It was noted that CIP only included an estimate for the roof replacement and did not take a solar application into consideration. Mr. Neumann is working on a Request for Proposal for this project.

## **9. Minutes of Preceding Meetings**

**MOTION: A motion by Commissioner Hazelton, second by Commissioner Alford to approve the April 10, 2007 minutes, as amended. The motion passed 3-0-1 (Alternate Commissioner Bennett abstained – not in attendance).**

## **10. Staff Reports**

The Commission had a discussion regarding a software system for town building systems. Mr. Neumann stated they currently have building information on an Excel spreadsheet. He and Mr. Greco both mentioned a program called "School Dude" that is being used by some area towns.

Chairman Novak asked about CAD system updates to the buildings when they are renovated. Mr. Neumann noted problems in keeping up with the current version of CAD and the amount of time it would take one person to update the information. It was noted that between the town and school buildings there is 1.5 million square feet.

Mr. Neumann noted he is still going back to BVH for the high school problem because of inconsistencies in their "as-builts". It was also noted LMG is also being contacted for the Library project.

## **11. Adjournment**

**MOTION: A motion by Commissioner Bennett, second by Commissioner Alford to adjourn the meeting at 8:13 p.m. The motion passed unanimously.**

Respectfully submitted,

Janet M. Burke  
Recording Secretary