

Public Building Commission
Regular Meeting
Windsor Town Hall – Ludlow Room
January 23, 2007
Approved Minutes

Present: Chairman Novak, Commissioners Alford, Gustafson, Hazelton, and Johnson; and Alternate Commissioner Bennett.

Also Present: Al Neumann, Buildings & Facilities Manager

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 – No Update**
4. **Windsor Library Renovation and Expansion Project**

Mr. Neumann informed the Commission that he questioned the engineer as to why electric heat was provided in the Mather House. There has been a significant decrease in the efficiency of these units. It was noted the mechanical engineer originally assigned to the project left part way through the construction. In checking further, it has been determined the temporary electric heat provided to the Mather House at the beginning of the construction project were never replaced with a permanent system.

Mr. Neumann noted that two stubs were left in the basement and the units can be retrofit to a hydronic system. The mechanical engineer will design the project and put it out to bid, at no cost to the Town.

The design specifications indicate the change to the permanent system should follow the plans, but they only showed two line stubs and no design. There was discussion on who left this out of the design. It was noted that since the mechanical engineer was hired by the architect, the Town should put Best Joslin on notice regarding this omission.

It is estimated the cost to complete this work is \$15,000-\$20,000. The project will require the use of prevailing wages. Mr. Neumann reported that it has been difficult to get the temperature up to 70 degrees. He will continue to monitor the attic area so nothing freezes. It was noted the previous system was hot water with baseboard.

The Commission also discussed the noise problem in the HVAC system and noted the architect should also be put on notice regarding this problem

MOTION: A motion by Commissioner Alford, second by Commissioner Johnson to authorize staff to prepare a letter to the architect, Best Joslin, placing them on notice for Errors and Omissions on: 1) the installation of permanent heat in the Mather House, and 2) the continuing problem with noise in the HVAC system in the Library. The motion passed 5-0-0.

The Commission agreed that the mechanical engineer should prepare a design and bid package to retrofit the heating system at the Mather House, at no cost to the Town

The budget report was distributed and reviewed. There is a discrepancy of \$60,000 with the Finance Department's report that will be looked into. The Commission discussed the financial reports and noted the Finance Director previously attended the meetings to discuss the project balances.

There is a request from the Library Director for additional furniture, totaling \$5,136.63. The request includes a table for the Adult area, a table in the mezzanine area with additional chairs, a shelving frame and base, stools for the Children's catalog area, a coffee utility cart, a flat bed hand truck, and lockers.

It was suggested that there might be lockers available from either LP Wilson for the high school project. The Commission discussed the furniture budget and asked for an update on the initial purchases. The Commission feels the purchase of extra furniture should be controlled and ended soon. There was discussion on moving the furniture balances to contingency, reconciling the financial report, and then considering this request.

Chairman Novak asked about the signage in the front of the building near Batchelder Road. There was discussion on a building mounted sign and whether the curved window area was the best location or the flat area facing Geisslers. There was also discussion about a free-standing sign instead. The Commission also noted the street number should be clearly identified. Mr. Neumann will look into these two items.

Mr. Neumann received a proposal of \$2,637.10 to cover the brick stairs going into the Mather House basement. It was unclear as to whether an amount was previously authorized for this work. The Commission reviewed a sample of the steel material that will be adhered to the existing stairs.

Mr. Neumann indicated the need for light-duty desk heaters to be used in various locations in the library. Three radiant heaters cost \$273.41.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Hazelton to authorize payment to McMaster-Carr for \$273.41 for three radiant desk heaters at the Library. The motion passed 5-0-0.

Chairman Novak asked about the Town items to be completed on the project. Mr. Neumann will work on the signage and the stucco work will be done as the weather allows. There was discussion on the overhang on the south side of the building relative to the driveway. It was noted this condition existed before the construction and has never been a problem. Installing a "bump-out" curb would restrict traffic flow on that driveway. Mr. Neumann reported there is a Town Green project currently being discussed and designed, which has the possibility of adding some additional parking.

5. Poquonock School Roof Replacement Project

Mr. Neumann reported he is preparing the paperwork to be submitted to the State Board of Education and he continues to work with Mr. Greco and Mr. Auclair on the solar aspect of this project.

6. Welch Pool Renovation

A balance of \$3,000 is anticipated in this project. Mr. Neumann is still investigating a possible canopy to cover the exterior equipment and protect against the sun & heat.

7. Milo Peck Center Improvements

A letter was received from the contractor regarding the abatement of the lead paint from Titan Roofing. There is an outstanding item regarding payment for the fire watch that Titan needs to address.

8. Hayden Station Fire House – Since this project has not been turned over to the Public Building Commission, they agreed to remove it from the agenda until the funding for the design work is appropriated.

9. Minutes of Preceding Meetings

MOTION: A motion by Commissioner Johnson, second by Commissioner Alford to approve the minutes of January 9, 2007, as amended. (Page two, paragraph 3 – change \$72,200 to \$30,125). The motion passed 5-0-0. (Commissioner Hazelton stepped down and Alternate Commissioner Bennett was recognized as a voting member on this item.)

10. Staff Reports

Windsor Library Renovation – Mr. Neumann reported Barr did send someone to the jobsite to work on the remaining punch list items. It appears that almost everything is completed. There are some painting items and a final walkthrough must be conducted. After that, the final change order can be prepared and final payment requested.

Clover Street School Window Replacement Project– In response to a concern from the Town Council regarding the large balance at the end of this project, a chronology of activity and appropriations was investigated. It was unclear whether the Town Council or the PBC hired the architect to do the initial design. The balance from the J. F. Kennedy Floor Tile project was transferred to this project after the only bid received (\$726,000) was substantially higher than the initial estimate of \$345,000. Additional money was transferred to this project from the Sage Park floor balance. The budget was increased to \$523,000 and the project was redesigned in an attempt to attract more bidders. The apparent low bid came in at \$350,500.

There was discussion on the procedures in developing projects; who hires the architects and how the projects are funded. It was noted the project was presented to the Town Council in March, 2002. There was also discussion on accepting the low bidder on all projects. It was noted this project was completed over a year from the completion date.

The Commission asked staff to get a total of the change orders on this project.

Commissioner Gustafson reported the CIP Committee will meet Thursday. They are working on the financial issues of the proposed projects in order to keep within the 8% bonding limits. Upcoming PBC projects include heat conversion projects at Poquonock and Clover Street, Hayden Station Fire house, Public Works roof, and the continuation of the Facility Use Study.

11. Adjournment

MOTION: A motion by Commissioner Gustafson, second by Commissioner Johnson to adjourn the meeting at 9:00 p.m. The motion passed unanimously.

Respectfully submitted,

Janet M. Burke
Recording Secretary

These minutes were approved by the Public Building Commission at their February 13, 2007 meeting.