Public Building Commission
Regular Meeting
Windsor Town Hall – Rose Room
February 13, 2007

Present: Chairman Novak, Commissioners Alford, Gustafson, Hazelton, and Johnson; and Alternate Commissioners Bennett and Peck.
Also Present: Al Neumann, Buildings & Facilities Manager; Laura Kahkonen, Library Director

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**

The Budget and Change Order Reports, dated 2/13/07, were distributed for review. The balance of the contract with Barr, Inc. is $72,211.35. However, it is expected that Barr will issue a credit change order for the $2,626.64 expense paid by the Town to Yankee Gas. The current project balance is $46,729.81.

Mr. Neumann updated the Commission on the status of the punch list of which most items have been completed.

Mr. Neumann reported on various repairs to the Aglow Building that have been necessary in order to receive the security deposit back from the landlord.

(Chairman Novak stepped down due to a possible conflict of interest appointed Alternate Commissioner Peck as a voting member on issues regarding the Aglow building and appointed Commissioner Gustafson as Acting Chair.)

MOTION: A motion by Commissioner Hazelton, second by Commissioner Johnson to authorize payment to Mark's Handyman for repairs to walls and damaged columns at the Aglow building (temporary library) in the amount of $65.00. The motion passed 5-0-0.

MOTION: A motion by Commissioner Johnson, second by Alternate Commissioner Peck to authorize payment to Shirwill for repairs to the front counter at the Aglow building for $164.50. The motion passed 5-0-0.

(Chairman Novak resumed the Chair.) Mr. Neumann is meeting on Friday to work on the HVAC issue in the Mather House and anticipates the cost to correct this problem could cost up to $25,000. The Commission discussed potential legal and financial problems regarding the vibration issue in the air conditioning system. Mr. Neumann also stated he is having problems with the outside air dampers opening up 60% on very cold days.

There is a problem with some of the ceiling tiles sagging. There was a question if this was a warranty issue. Mr. Neumann stated he looks to the architect for his technical opinion as to the quality of the tiles.

There was discussion on the furniture and shelving budget balance. Ms. Kahkonen reported the Gaylord purchase order is complete, the BKM invoices will be paid by the next meeting, and Robert Lord balance can be returned to contingency. However she noted that some folding tables, originally encumbered with Robert Lord, were purchased by another vendor for $510.

There is a possibility that additional parking near the library may be incorporated in a Town Green project, however Mr. Neumann will continue to pursue additional parking for the Library and must to the Town Planning & Zoning for site approval since this was not included in the original plans. The Commission voiced concern that one of the main issues for this project was additional parking and only

three spaces have been added. The original plan was to add 13-15 spaces. This was changed, in part for the two additions to the building.

Ms. Kahkonen indicated she has approximately $5,100 in additional requests for the Commission to consider. Because the Commission has concerns of some other most costly items, Ms. Kahkonen was asked to prioritize her list. The Commission would like to also determine what is left in the furniture budget once the outstanding items are resolved.

On previously requested items, Ms. Kahkonen stated they can do without an additional outside table set, but would like to replace the existing bike rack. Chairman Novak asked that the $2,749 be taken out of the budget.

5. **Poquonock School Roof Replacement Project**

Mr. Neumann stated that the Commission must send out a Request for Proposal for a project architect. The Commission discussed the insurance requirements for a professional engineer to work on this project. Commissioner Johnson suggested considering writing an RFP requesting "on-call" services for a certain period of time and utilize their services for other projects.

It was noted the Public Works Complex Roof project would require the hiring of a roof consultant. There was also discussion of including the Poquonock School & Clover Street heating system conversions in the RFP.

6. **Welch Pool Renovation – No Update**
7. **Milo Peck Center Improvements** -This project is waiting for more funding to continue the next phase.
8. **Hayden Station Fire House**

The Town Council appropriated $50,000 for design of this project. This building is also being considered for solar. Mr. Neumann showed the Commission samples of the Sarnafil roof system and discussed the differences between that and the Siplast roof system.

9. **Minutes of Preceding Meetings**

MOTION: A motion by Commissioner Hazelton, second by Commissioner Johnson to approve the minutes of January 23, 2007, as submitted. The motion passed 5-0-0.

10. **Staff Reports**

Mr. Neumann reported on the electrical problem this week at the high school. He stated this is the same issue that occurred three years ago when water leaked on a bus bar in the tunnel causing a failure. The options were discussed at that time; maintaining the area or installing a gutter system to protect the bus bar. It was decided to maintain the system. Mr. Neumann noted the part should be delivered overnight.

11. **Adjournment**

MOTION: A motion by Commissioner Johnson, second by Commissioner Gustafson to adjourn the meeting at 8:20 p.m. The motion passed unanimously.

Respectfully submitted,

Janet M. Burke
Recording Secretary

The Public Building Commission approved these minutes, as corrected at their March 13, 2007 meeting.