

Public Building Commission
Regular Meeting
Windsor Town Hall – Ludlow Room
January 9, 2007

Draft Document – Subject to Approval

Present: Chairman Novak, Commissioners Alford (arrived at 7:04 pm), Gustafson, and Johnson (arrived at 7:15 pm); and Alternate Commissioner Bennett.

Also Present: Al Neumann, Buildings & Facilities Manager; George Greco, Physical Plant Manager; Joe Auclair, Consultant (left at 8:30 p.m.)

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**

Staff is waiting for additional funding to continue this study. This is included in the Capital Improvements Plan which will be considered by the Town Council this month.

4. **Windsor Library Renovation and Expansion Project**

The budget report was distributed. The project balance is approximately \$29,000. (Commissioner Alford arrived.)

Mr. Neumann reported the architect is working on final change orders, including a credit change order. He is still discussing the credit for the trim work with Barr. He feels the credit should be higher.

Mr. Neumann passed on a request from Ms. Kahkonen for 500 additional bookends. The Commission discussed the balances in the furniture items. It was suggested some of the balances could be moved to the contingency. Mr. Neumann stated folding tables were ordered recently because the tables the manufacturer attempted to deliver were incorrect and delivery was refused. Mr. Neumann will check to see if there are any other outstanding furniture issues.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Alford to authorize the purchase of 500 additional bookends for a cost of \$930. The motion passed 4-0-0.

Chairman Novak stated that balances in the furniture lines should not be spent without PBC approval.

It was noted if the ceiling work is not completed by Barr, Inc. will be included in the final credit change order. A \$12,000 value is being carried in the punch list for the ceiling.

Work is continuing on the doors and the hardware is being installed. Some of the doors will be refinished or replaced. Mr. Neumann reported the speaker system for the paging system should be installed within the next week and he is working on the schedule to install the security cameras. The stucco surround for the dumpster will be scheduled based on weather conditions.

Mr. Neumann reported that two letters were sent to Barr, Inc. regarding the completion of the project informing them that if they did not complete the work the value would be deducted from their contract. Chairman Novak noted the Council is asking when the project will be closed out. Mr. Neumann stated he has to find contractors who will pay prevailing wages on these small items to complete the project. It was noted the architect has a responsibility to help complete the project, but the burden ultimately rests with

the Town. (Commissioner Johnson arrived.) Mr. Neumann indicated his frustration in finding time to line up these 5-6 trades to complete the outstanding items.

It was noted there is still commissioning work on the air conditioning system. The final project balance will not be determined until the audit is completed. Mr. Neumann reported that Mr. Auclair has helped with the commissioning and assisted in determining the locksets. Chairman Novak asked why the project could not be turned over to the Town to complete. Mr. Neumann indicated that when he had a larger staff, he could have finished this work and not jeopardize the grant funding.

The Commission discussed the possibility of hiring a consultant to oversee the completion of the project. Mr. Neumann indicated he would have to solicit a consultant with a Request for Proposal and then obtain three prices for each of the trade projects.

It was noted that Barr, Inc. has been paid everything with the exception of \$72,200 for unfinished work and \$42,000 in retainage. It was noted that if the punch list is completed for less, the contractor will be owed the difference. It was thought that Mr. Neumann should charge his time to the project to oversee the completion or at least hire someone to manage the completion of the project. Mr. Neumann will check the requirements for hiring someone to oversee the completion. Mr. Neumann noted that if the contractor is not owner/operator, prevailing wages have to be paid. Any project with a value of more than \$1,100 requires two prices. The Commission further discussed hiring someone to oversee the completion of the project.

Mr. Neumann indicated a final letter of the remaining work needs to be submitted. Barr is well beyond the allotted time to complete the project.

5. Clover Street School Window Replacement Project

This project is complete. The Finance Department requires a motion accepting the project as complete.

MOTION: A motion by Commissioner Bennett, second by Commissioner Johnson to accept the Clover Street School Windsor Replacement Project as complete. The motion carried 5-0-0.

6. Poquonock School Roof Replacement Project

Mr. Neumann reported the Town Council gave this project to the Public Building Commission and authorized \$235,000 for the project. He noted that in the 2005 CIP booklet, \$34,000 should have been appropriated for design, but he cannot find reference to this appropriation.

Since this is a State reimbursable project, the paperwork needs to be filed by the end of June in order to proceed during the summer of 2008.

Mr. Auclair is working on a possible solar application for this project. There was discussion on how the \$235,000 was calculated. Chairman Novak asked if information was included in the narrative in the Capitol Improvement Program. It is helpful to the PBC to have information on the size of the project what was included in this amount. It was noted there is 22,000 square feet of roof. The sloped roof sections of the gym, the front of the building, and the doghouses are scheduled.

The Commission discussed the anticipated cost of the project and further discussed credit from the Clean Energy Fund. During the occupation of the building, it is estimated all the energy gathered would be used. Mr. Neumann suggested the unit could be placed on the roof in the mezzanine area. Mr. Auclair is gathering information to determine if the solar installation is a feasible option for this project.

It was noted the project specifications could be written as a full roof replacement with an alternate to include the roof solar collectors. It was noted the solar shingles to look a little different. The solar shingles would be installed on the south end of the building (approximately 3,000 of the total 22,000 s.f. area). Mr. Auclair estimates the project would cost \$6,000 more with the solar installation. The Commission discussed the initial funding for the project. It was estimated the payback for the system would be in 2-3 years. The Commission also discussed the possibility of getting the Clean Energy Grant and reimbursement from the State Board of Education for the project.

7. Welch Pool Renovation

The fencing is in place and the work on the gates is proceeding.

8. Milo Peck Center Improvements

Staff is waiting for funding to continue the next phase. Mr. Neumann identified the south side of the building to be the section to be completed. It was noted the initial bid held prices for this phase, or the Commission could elect to go out to bid again. The cost to complete the remaining roof work is \$450,000.

Since the future use of this building is uncertain, it was felt that a possible solar application would not be prudent. There is no reimbursement from the State Board of Education and the payback would be long.

Mr. Neumann stated he is still holding the final check for Titan Roofing. He has not received the paperwork on the lead paint issue.

9. Hayden Station Fire House

The Commission is waiting for action from the Town Council in order to proceed with this project. They discussed adding another bay to the existing facility and reconfiguring the building and the possibility of tearing down the existing and constructing a new 2-3 bay facility. These scenarios were previously reviewed by the feasibility study.

Chairman Novak asked if the objective of the construction is to provide for more equipment or to modernize the facility. It was thought that both were objectives. Commissioner Johnson also thought this was to accommodate for future growth. There was discussion on the possibility of the Town moving from an entirely volunteer operation to partial staffing at the firehouse. It was noted the daytime population of Windsor has grown substantially. (Mr. Auclair left the meeting.)

Chairman Novak asked for direction in the objectives for this project, before the Commission proceeds with a design.

10. Minutes of Preceding Meetings

MOTION: A motion by Commissioner Gustafson, second by Commissioner Johnson to approve the minutes of December 12, 2006, as amended. The motion passed 5-0-0.

11. Staff Reports

Commissioner Johnson asked if the Town benefits from the Connecticut Clean Energy Fund, would the Connecticut Light & Power rebate still be a possibility. Mr. Neumann indicated that cannot receive two rebates for the same item.

Mr. Neumann is working on hosting a symposium with DRA and Fuss & O'Neill on Alternate Energy Sources. He will keep the Commission updated on this event and invite their participation.

A waste-oil heating system was recently purchased for the Public Works Complex and is scheduled to be installed this week.

There was also brief discussion on the Town's use of hybrid cars in the fleet.

12. Adjournment

MOTION: A motion by Commissioner Johnson, second by Commissioner Alford to adjourn the meeting at 8:45 p.m. The motion passed unanimously.

Respectfully submitted,

Janet M. Burke
Recording Secretary