

Public Building Commission
Regular Meeting
Windsor Town Hall – Ludlow Room
October 23, 2007

Draft Document – Subject to Approval

Present: Chairman Novak, Commissioners Gustafson, Hazelton, 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. Alternate Commissioner Bennett was recognized as a voting member this evening.
2. **Public Communications – None**
3. **Facility Planning and Reuse Study – No Report**
4. **Windsor Library Renovation and Expansion Project**

Mr. Neumann reported there are some doors, previously approved, that must be ordered. The piping for the heat in the Mather House has been installed. The valves will be ordered by the Town and a contractor will be hired to install the coils and set the controls.

There will be some additional plantings around the building, but this will be paid for from the maintenance budget. The bike rack will also be installed shortly. It was noted the bike rack was purchased outside of the project, but Mr. Neumann indicated he may seek funding for the concrete and brick work associated with the installation.

Regarding the additional parking spaces, Mr. Neumann noted the Town Green Project is complete for this season and will resume in the spring. He asked the Commission if they wanted to keep the Library project open until the additional parking spaces were installed, or if they wanted to transfer this money to the next phase of the Town Green project and close out the Library project. Chairman Novak does not want to keep the project open longer than necessary and suggested encumbering the money under the Town Green project.

MOTION: A motion by Commissioner Bennett, second by Commissioner Johnson to authorize the transfer (in the form of a purchase order) not to exceed \$15,000 from Library Renovation to the Town Green Project to provide additional parking spaces for the Windsor Public Library. The motion passed 5-0-0.

It was reported that Ms. Kahkonen is working on a proposal to complete the interior signage. The Commission would like to see this project completed and closed out by the end of the year. Mr. Neumann anticipates the Mather House heating project should be completed by then.

The exterior sign has been refurbished and will be installed after a permit is issued from the Town Planning & Zoning Commission.

5. Poquonock School Roof Replacement Project

A Request for Bidders has been advertised for architectural/engineering firms. A walk-through is scheduled for November 2nd and the bid opening is scheduled for November 27, 2007.

Mr. Neumann reported that for all school projects, any change order over \$10,000 must be competitively bid and architectural and engineering services must also be put out to bid. The Commission discussed these two changes. It was noted that if change orders must be bid, there will be delays in the projects. It was noted that if the change order is broken down into smaller amounts, ultimately the cost could be higher.

Mr. Neumann is seeking out workshops on geothermal applications and fuel cells. Mr. Neumann will also be meeting with representatives from Connecticut Clean Energy.

6. Poquonock School Heating System Conversion

Work is beginning on the development of a Request for Qualifications for this project. It was noted this project is not a reimbursable project. Currently half the building is hot water and half is steam. The existing piping in the original building will be replaced and a new energy management system will be provided.

7. Clover Street School Code Compliance Project – No action – waiting for direction from the Town Council.

8. Welch Pool Renovation

The canopy structure is currently being installed. Mr. Neumann is pleased with the quality of the structure. The bath house roof is complete and passed inspection. Some rotten wood was discovered and replaced.

Mr. Neumann suggested that if there is money left in this project, some type of water feature could be purchased for the little "tot" pool.

9. Milo Peck Center Improvements

Mr. Neumann received a bid for \$35,000 to repair the front brownstone steps, approximately \$10,000 over his estimate.

Mr. Neumann received the signed contract from Titan Roofing this afternoon for Phase III of the Milo Peck Roof Project. The Finance Director certified \$110,650 being available. Mr. Neumann requested a price for scaffolding to provide access to the building at the handicapped, playground, and other entrances during construction. Titan submitted a cost of \$5,000 (\$3,500 was the estimate).

Mr. Neumann reported there is \$185,929.21 for this entire project, including the \$35,000 for the front steps.

MOTION: A motion by Commissioner Gustafson, second by Commissioner Bennett to authorize Town staff to enter into a contract with Titan Roofing for the south portion of the Milo Peck Child Development Center for an amount not to exceed \$110,650 and to approve Change Order #1 for scaffolding during construction at the entry ways for a sum not to exceed \$5,000. The motion passed 5-0-0.

10. Public Works Complex Roof Replacement

Mr. Neumann and Mr. Funk will meet with Connecticut Clean Energy to discuss sky lights in the garage area, solar panels and the possibility of storing energy. There was concern with maintenance of a storage facility. Chairman Novak does not want to see this project delayed and noted that each building has unique needs and possible uses of alternate energy. Mr. Neumann is currently working on the Request for Proposal.

11. Minutes of Preceding Meetings

MOTION: A motion by Commissioner Johnson, second by Commissioner Hazelton to approve the September 25, 2007 minutes. The motion passed 5-0-0.

12. Staff Reports

The Commission received an invitation to the Caring Connection's 20th Anniversary Celebration on November 15, 2007.

There was a brief discussion on upcoming projects. It was noted the CIP committee will be meeting in December. Commissioner Novak suggested putting the high school field house on the list for renovation. Mr. Neumann noted that some work was done within the last 3 years. There was discussion on who owns the building.

Mr. Neumann noted an objective of the Town Manager is to assess each town building and develop a town-wide security system. Such a system would have to be compatible with the police department's security system. There was further discussion on security cameras and door security and alarms.

13. Adjournment

MOTION: A motion by Commissioner Johnson, second by Commissioner Gustafson to adjourn the meeting at 8:22 p.m. The motion passed unanimously.

Respectfully submitted,

Janet M. Burke
Recording Secretary