

PUBLIC BUILDING COMMISSION

July 12, 2016

7:00 P.M.

Ludlow Room

Windsor Town Hall

APPROVED MINUTES

Present: Chairman Bob Gustafson; Commissioners: Lee Alford, Rick Hazelton, Rusty Peck, Alternate, Jim Bennett

Also Present: Whit Przech, Building and Facilities Manager; Bob Jarvis, Town Engineer/Interim Director of Public Works, Peter Souza Town Manager

1. **Call to Order:** Chairman Gustafson called the meeting to order at 7:00 pm. The Chairman noted Alternate Jim Bennet will be active member this evening.
2. **Remarks of the Chairman:** Chairman Gustafson requested that item for be skipped over and start meeting with item five of the agenda.

Motion: A motion was made by Commissioner Peck to proceed to item five and return to item 4 when Town Manager arrives to meeting. Seconded by Commissioner Alford. Motion carries 5 - 0 - 0.

3. **Public Communications:** None.
4. **Animal Shelter Relocation Project – 9395:**

Town Manager Peter Souza presented a project update to the Commission. Mr. Souza, stated the results of a meeting with the stated DECD regarding the administering of the grant funds for the Animal Shelter Project. The project is moving forward with a new building located at the Marshall Phelps location. All eligible costs will be 75% state 25% town for the new building with additional funding allocated for demolition of existing building on Mechanic Street. One requirement is that the state will review the bid package before it can be bided.

A discussion followed regarding continuing with current architect Russell Dawson and potential of design build process vs. design bid build process as they relate to time to complete the project. Commissioner Alford asked if design costs were covered by the state grant. Mr. Souza stated that no, the state grant would not cover architect fees. Chairman Gustafson stated he was satisfied to continue using Russell Dawson as the architect because they are very familiar with what the town now wants [PW1] in an Animal Shelter. Commissioner Alford asked if the state grant covers all utility street connections. Mr. Souza stated the state does provide for these costs. Chairman Gustafson asked if work could start in August. Mr. Souza stated we potentially could but the state would have to review the bid package before any work begin. We have to follow the state grant administrative guidelines. Commissioner Hazelton asked if any plans have been made for the remainder of this property on Marshal Phelps Road. Mr. Souza stated that there are no plans for the rest of this sites land. No other building can be placed on this land other than the foot print of the new Animal Shelter. Chairman questioned if a timeline was received from Russell Dawson for the building. Mr. Przech, stated that we have not.

Motion: A motion was made by Commissioner Peck to approve payment of \$3,500.00 to Russell Dawson for Phase one Design schematic. Seconded by Commissioner Alford. Motion carries 5 – 0 – 0.

5. Public Safety Complex Concept Design Study – 9911:

No new update was reported.

6. Clover Street School Partial School Roof Replacement Design– 9469

Mr. Przech, stated town staff with our architect Scott Mitchell are still in the process of compiling additional documents for state approval of grant funds for this project. We anticipate another meeting with the state in late July for final review.

7. Clover Street School HVAC Replacement Project – 9385

Mr. Przech, presented and reviewed documents included in the meeting packet regarding the electrical conduit repair and change order number 20. Mr. Przech, stated a date and time has been agreed to for the conduit repair on August 9 and August ten. Power outage is scheduled to last twenty-four hours. Chairman Gustafson questioned exactly what the repair is. Mr. Przech, gave a description of the repair. Commissioner Rusty Peck questioned what the additional cost was

to reroute these conduits. Mr. Gustafson stated the repair was estimated at 45 50 thousand dollars. Commissioner Alford questioned who will be inspecting this repair since another contractor is scheduled to perform the repairs. Mr. Przech, stated the town building department will be inspecting the repair work. A discussion followed regarding the HVAC controls for this project and approval for contracting with another vendor.

Motion: A motion was made by Commissioner Alford to enter into an agreement with ESC. Seconded by Commissioner Peck. Motion carries 5 – 0 – 0.

Mr. Przech, presented Change order number twenty which is for a credit of \$4,068.23.

Motion: A motion was made by Commissioner Hazelton to accept change order number 20 as a credit of \$4,068.23. Second by Commissioner Bennett. Motion carries 5 – 0 – 0.

8. **L.P. Wilson Restroom EOS Showers Project – 9432:**

Mr. Przech, gave an update on the VCT tile abatement. A project sketch of abated area was reviewed. It is scheduled for the third week of July and is expected to take one week to complete. Mr. Przech, presented four change orders to the Commission for review. Change order number one is for vibration isolators for new RTU. Mr. Przech, recommended the Commission table this change order. Commissioner Alford questioned if there was vibration issues would it effect interior spaces that are routinely occupied. Mr. Przech, stated it is located over the new showers area and will not be normally occupied. Mr. Przech, presented change order number two for a credit of \$363.40. This is due to a change in ceramic tile size. Mr. Przech, presented change order number three. This is for changing from floor mounted toilets to wall mount toilets in the amount of \$10,310.66. A discussion on the merits of wall mounted toilets for maintenance and cleaning. Mr. Przech, presented change order number four. This is for the addition of air hand dryers in the amount of \$8,179.69. Commissioner Gustafson asked George Greco for his comment on this change order. Mr. Greco stated air dryers were installed in the high school and they reduced the cleaning workload of his staff and he recommends them.

Motion: A motion was made by Commissioner Bennett to table change order number one for the vibration isolators. Seconded by Commissioner Peck. Motion carries 5 – 0 – 0.

Motion: A motion was made by Commissioner Rusty Peck to approve change order number two credit of \$363.40 for ceramic tile change. Seconded by Commissioner Jim Bennet. Motion carries 5-0-0.

Motion: A motion was made by Commissioner Hazelton to approve change order three to change from floor mount to wall mount for \$10,310.66. Seconded by Commissioner Alford. Motion carries 5-0-0.

Motion: A motion was made by Commissioner Bennett to approve proposed change order number four to install electric hand dryers for \$8,179.69. Seconded by Commissioner Peck. Motion carries 5 – 0 – 0.

9. Town Hall Interior Renovations Phase Two - 9470

Mr. Przech, stated in the Commissioners meeting packet are the results of the bid opening for this project. Five bids were received. Low bidder was Acore Builders LLC at 169,000.00, Second low bidder was LaRouche Builders LLC at \$189,830.00. Mr. Przech, interviewed both low bidders. References from both have been received and reviewed. Acore is a new company and not many specific references were received. The owners did provide their resumes and did seem to have a good understanding of the project. LaRouche did have some references that were not favorable, so it was recommended we do not use them. Mr. Przech, recommended that Acore be invited to the next PBC meeting for the Commissioners to interview them.

Motion: A motion was made by Commissioner Peck to purchase carpeting and paint as quoted by John Boyle Company for the amount of \$50,423.86. Seconded by Commissioner Bennett. Motion carries 5 – 0 – 0.

10. Landfill Scale Office Renovation Project

Mr. Przech stated the contractor Millennium Builders has had to order additional metal to complete their work. They are 85% overall complete and have informed town they anticipate completing by end of July. The roof structure was inspected by solar panels and was determined capable of four pounds per square foot.

11. HVAC, Electrical and Energy Project – 9457:

Mr. Przech, stated the LED lighting contractor is now scheduled to begin next week. A storage trailer will be on site for four weeks for them to store materials.

12. **Windsor High School Fire Alarm and Doors Replacement Project – 9468:**

Mr. Greco, stated the Siemens met with the fire marshal to review the project. Material has been delivered to the high school and work will start immediately. The fire door replacement project, the contractor has ordered the doors and is expected to begin last week of July. Siemens will make the connection to the new fire doors. Siemens electrical engineer has signed and stamped a letter approving the existing wiring in the high school as compatible with new devices and main panel.

13. **Staff Reports:** None.

14. **Minutes of Preceding Meeting:**

Motion: A Motion was made by Commissioner Bennett to accept the minutes from the preceding meeting June 28, 2016. Second by Commissioner Alford. Motion carries 3 – 0 - 2.

15. **Adjournment: Motion:** A motion was made by Commissioner Hazelton to adjourn the meeting at 8:00 pm. Second by Commissioner Bennett. Motion carries 5 – 0 - 0.