

PUBLIC BUILDING COMMISSION

Special Meeting

September 6, 2016

7:00 P.M.

Rose Room

Windsor Town Hall

APPROVED MINUTES

Present: Chairman Bob Gustafson; Commissioners: Lee Alford, Gary Johnson, Rusty Peck, Alternate, Jim Bennett

Also Present: Whit Przech, Building and Facilities Manager; George Greco Physical Plant Manager Windsor Board of Education.

1. **Call to Order:** Chairman Gustafson called the meeting to order at 7:00 pm. The Chairman noted Alternate Jim Bennett will be active member this evening.
2. **Remarks of the Chairman:** None. .
3. **Windsor High School Fire alarm and Doors Replacement Project – 9468**

Chairman Gustafson discussed the current situation with the contractor, Keltra Construction, for this project. The contractors sub did remove the doors in mid-July but has not been on site nor has town staff been able to contact them since mid-July. With school opening on August 30th, town staff had to work with another contractor to reinstall the fire doors to allow for the high school building to open and be code compliant. Mr. Przech did contact the town attorney and advised him of this projects situation. Mr. Przech stated that the town attorney had not gotten back to him advising how to proceed. Commissioner Lee Alford asked if the contractor had a performance bond. Mr. Przech stated since the contract amount was under one hundred thousand dollars, which is the current bonding threshold, we did not. Commissioner Jim Bennett asked if the police department was able to locate the contractor. George Greco stated that as of this date and time they have not. The Commissioners discussed what potential

actions are needed by the town attorney and the Commission moving forward to remove the contractor for non-performance. George Greco stated how the removed fore doors were reinstalled by town staff and another contractor. Additional costs incurred for materials and labor to rehang the thirty-eight doors was \$4500.00.

Motion: A motion was made by Commissioner Rusty Peck to authorize the town attorney to send a letter to Keltra Construction Services terminating their services for nonperformance and Windsor will seek all monetary damages necessary resulting from their noncompliance with the terms of the contract. Second by Commissioner Lee Alford. Motion carries 5 – 0 – 0.

4. **Clover Street School HVAC Replacement Project – 9385**

Chairman Gustafson stated that the town attorney did receive a letter from Loureiro stating B & G Mechanical are not in compliance with drawings and specifications. Commissioner Alford questioned the use of a phrase in the letter operational intent. A discussion followed about this phrase and the content of the letter. Commissioner Rusty Peck stated that the town attorney needs to contact Loureiro and discuss the wording of the letter. Chairman Gustafson asked if the Commissioners wanted to have a motion on ESC Controls. A discussion followed about hiring ESC Controls to correct the software failures noted in Collier Commissioning report. A discussion on the items listed in the commissioning report and potential costs of hiring ESC Controls. George Greco discussed the history of issues with air handler unit 4, 5, 6 and it is still not operating properly today. Commissioner Rusty Peck asked what the contents of the letter to be sent to B & G Mechanical. Commissioner Lee Alford discussed the wording in the commissioning report and scope or intent of the summary bullet point. Commissioner Gary Johnson discussed the issues pertaining to the warranties for this projects equipment. Chairman Gustafson inquired about the dirt floor tunnel being used as a return and if the Building Department was okay with this. Mr. Przech will contact Mr. Ruzzo and have an answer for the Commission at their next regular scheduled meeting.

Motion: A motion was made by Commissioner Lee Alford authorizing the Chairman to engage a contract with ESC Controls to perform the work noted in the Collier Commissioning Report. Seconded by Commissioner Rusty Peck. Motion carries 5 – 0 – 0.

5. **Animal Shelter Relocation Project – 9385.**

Mr. Przech stated he will contact the architect tomorrow and determine when the draft construction drawings will be available for PBC review. Mr. Przech presented the final approved sketch drawings with the final changes made by the police department for the Commissioners to review. Chairman Gustafson commented on the additional two feet added and if the mechanical room and office should be swapped to provide better storage and space for mechanical equipment. The Commissioners discussed the cost effects of the additional two feet to the previous cost estimates. A discussion on the project timeline as it relates to the current agreement to relocate out of Mechanic Street.

6. **Adjournment: Motion:** A motion was made by Commissioner Jim Bennett to adjourn the meeting at 7:50 pm. Second by Commissioner Gary Johnson. Motion carries 5-0-0.