

PUBLIC BUILDING COMMISSION

August 9, 2016

7:00 P.M.

Ludlow Room

Windsor Town Hall

APPROVED MINUTES

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

Also Present: Whit Przech, Building and Facilities Manager; Bob Jarvis, Town Engineer/Interim Director of Public Works, George Greco, Board of Education; Victor Grandison and Curtis Corbitt of Acore Builders

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:** Chairman Gustafson requested that item for be skipped over and start meeting with item five from the agenda.

Motion: A motion was made by Commissioner Rick Hazelton to move agenda item 9 to 3a. Second by Commissioner Lee Alford. Motion carries 4-0-0.

3. **Public Communications:** None.

3a. Town Hall Interior Renovations Phase Two - 9470

Mr. Przech stated representatives from the low bidder Acore Builders were in attendance this evening to respond to the Commissions questions. Mr. Przech reviewed the results from project references and resume work history references for the owners of Acore Builders. Commissioner Hazelton asked what the work schedule is for this project. Mr. Przech explained the constraints of renovating the second floor and second / third shift and weekend building availability. Mr. Corbitt and Mr. Grandison of Acore Builders responded to

numerous questions from the PBC members concerning Acore Builders references, the projects scope of work, and how this scope would be accomplished by Acore Builders. Acore Builders would hire subcontractors to accomplish all of this projects work, but one of them would always be on site when their subcontractors. Acore has no employees just the two owners. The requirement of background checks for subcontractors Acore Builders uses was discussed. The Commission recommended a Special Meeting be held on August 16, 2016 3:00 pm.

4. Animal Shelter Relocation Project – 9395:

The Chairman state the Town Council has authorized \$15,000.00 for the redesign of the Animal Shelter. Mr. Przech stated in the meeting packet there is a proposal from Russell and Dawson for the redesign of the reduced Animal Shelter for \$11,000.00. Chairman Gustafson requested that a meeting be arranged to go over final layout changes before drawings are started.

5. **Motion:** A motion was made by Commissioner Rick Hazelton to approve the proposal from Russell Dawson for professional services for the animal control facility at a cost of \$11,000.00. Second by Commissioner Jim Bennett. Motion carries 4-0-0.

6. Public Safety Complex Concept Design Study – 9911:

Mr. Przech stated there are no new updates to report.

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

Mr. Przech, stated town staff with our architect Scott Mitchell met with the state to review required grant documentation documents. We still need to furnish additional documents to the state. These are expected to be completed in the next two weeks. We will now be scheduling this project in the summer of 2017. Chairman Gustafson questioned if the roof is leaking and can last another year. George Greco replied that there are minor leaks on the flashing and they have been patched as they occurred.

8. Clover Street School HVAC Replacement Project – 9385

Mr. Przech stated that photographs were sent to the PBC members of the electrical repair for the building main feeders. A discussion on this repair project

followed. Chairman Gustafson questioned if there was a change order coming for this repair. Mr. Przech stated that a change order is not coming for the work. A discussion on the status of the DDC controls and two roof top units CFM performance load calculations. A discussion on ahu 456 circuit one; it had time delays that were wired wrong and currently it is low on refrigerant. The report from Colliers was presented and discussed with George Greco. A draft proposal was presented from ESC and a discussion on the proposal followed.

Motion: A motion was made by Commissioner Lee Alford to rescind previous motion that approved PCO # 20 and to send a letter to B & G Mechanical notifying them that the original sensors from original contract documents are required to be installed. Seconded by Commissioner Jim Bennett. Motion carries 4 – 0 – 0.

Motion: A motion was made by Commissioner Rick Hazelton to pay invoice 16334 from Collier International in the amount of \$4,805.00. Second by Commissioner Lee Alford. Motion carries 4 – 0 – 0.

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

Mr. Przech stated the project is on schedule. Demolition will be completed this week. Once demolition is completed, a second occurrence of abatement will take place. Demolition revealed two roof drain leaders will need to be relocated. The buildings existing plumbing system has few service valves so six new isolation valves will need to be installed this weekend to isolate all plumbing work in this area.

Motion: A motion was made by Commissioner Jim Bennett to pay Pelletier Construction Management Application for payment one Phase one in the amount of \$19,441.75. Seconded by Commissioner Rick Hazelton. Motion carries 4 – 0 – 0.

Motion: A motion was made by Commissioner Lee Alford to pay Pelletier Construction Management Application for payment one Phase two in the amount of \$10,554.50. Seconded by Commissioner Rick Hazelton. Motion carries 4 – 0 – 0.

Motion: A motion was made by Commissioner Rick Hazelton to approve proposal from TRC Solutions for additional Environmental Consulting Services

in the amount not to exceed \$6,920.00. Seconded by Commissioner Lee Alford. Motion carries 4 – 0 - 0.

Motion: A motion was made by Commissioner Lee Alford to approve invoice #2016-13 from Preiss Breismeister Architects in the amount of \$2,087.42 for project document printing services. Seconded by Commissioner Jim Bennett. Motion carries 4 – 0 – 0.

10. Landfill Scale Office Renovation Project

Mr. Przech stated the project is more than substantially complete. The next phase of this project will be to replace both heating systems at this facility.

11. HVAC, Electrical and Energy Project – 9457:

Mr. Przech, stated a meeting was held with the contractor last week. The contractor expects to be finished in two weeks.

Motion: A motion was made by Commissioner Rick Hazelton to approve Application for Payment # 7 Final Payment from B & G Mechanical in the amount of \$18,736.95. Seconded by Commissioner Lee Alford. Motion carries 4 – 0 – 0.

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

Mr. Greco, stated the door subcontractor has taken all of the doors have been removed. Once new doors are delivered the contractor will install them. The delay was caused by submittal approvals. Siemens replacement fire alarm system is 80% complete. Coordination between door contractor and Siemens is scheduled to take place to alarm the new replacement doors.

13. Staff Reports: George Greco stated the courtyard at the high school has been completely landscaped. To allow for the full use of courtyard one set of additional double fire egress doors have been installed. PBC Chairman Bob Gustafson notified the Commission that he notified the Republican Town Party Committee and Town Council that he will not seek another term on the PBC.

14. Minutes of Preceding Meeting:

Motion: A Motion was made by Commissioner Rick Hazelton to accept the minutes from the preceding meeting July 12, 2016. Second by Commissioner Jim Bennett. Motion carries 4 – 0 - 0.

15. **Adjournment: Motion:** A motion was made by Commissioner Rick Hazelton to adjourn the meeting at 9:00 pm. Second by Commissioner Jim Bennett. Motion carries 4 – 0 - 0.