

PUBLIC BUILDING COMMISSION

September 27, 2016

7:00 P.M.

Ludlow Room

Windsor Town Hall

APPROVED MINUTES

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

Also Present: Whit Przech, Building and Facilities Manager; Bob Jarvis, Director of Public Works Town Engineer, Debbie Sampson

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 stated he delivered the project progress report to the town council at its last meeting.
3. **Public Communications:** Debbie Sampson stated she was attending tonight's meeting to observe the process and learn the potential timing of construction for the new Animal Shelter. She thanked the Commission for all of their hard work on this project.
4. **Animal Shelter Relocation Project - 9395**
Chairman Gustafson presented the partially completed draft drawings to the Commissioners. As the Commissioners reviewed each drawing page, a discussion followed on each page and its details. A discussion on switching skylights over to sun tubes was considered. Commissioner Gustafson noted the overall length of the building was increased two feet to accept the five foot pens, additional space for ADA requirements, and discussed what these changes may have to the overall project cost. A discussion on the merits and options gained by swapping the location of the office and small animal room. Bob Jarvis discussed involving town staff for the site work. Town staff performing site work

would not provide significant savings due to the required coordination effort between contractor and town staff. A discussion on the process and length of time for state approval once PBC approves the documents.

5. Public Safety Complex Design Study – 9911

Mr. Przech stated no update to report on this project this evening.

6. Clover Street School Partial Roof Replacement Design – 9469

Mr. Przech stated no update to report on this project this evening.

7. Clover Street School HVAC Replacement Project - 9385

Mr. Przech stated that ESC will be starting their work to correct the DDC control issues next week. Commissioner Lee Alford questioned if the prime contractor had been notified and questioned if they should be witnessing ESC repair work. Chairman Gustafson stated he believed they were but advised town staff to contact the town attorney. Commissioner Rusty Peck questioned if we had received a copy of the letter sent to the prime contractor. A discussion on this topic and ah-456 mechanical condition and options followed.

8. LP Wilson Restroom EOS Showers Project - 9432

Mr. Przech stated the concrete floor was poured today. The project is two weeks behind schedule. The contractor's subs are scheduled to work both days this weekend to gain back time to the projects schedule. The invoices for the asbestos issue created by the contractors plumber subcontractor were forwarded to the GC. Commissioner Lee Alford questioned if this weekend's work will disrupt any LP Wilson activities. Mr. Przech stated he did not believe it would as the work area is an internal space away from other building rooms. Mr. Przech presented change order two in the amount of \$13,563.94 to the Commission for their review. It was noted by Commissioner Lee Alford that this change order adds four days to the project schedule. Mr. Przech presented an invoice from TRC Lockbox for environmental services for asbestos abatement of plumbing fittings in the amount of \$2,732.26.

Motion: A motion was made by Commissioner Gary Johnson to approve change order two in the amount of \$13,563.94. Seconded by Commissioner Lee Alford. Motion carries 5 – 0 – 0.

Motion: A motion was made by Commissioner Rusty Peck approve the invoice from TRC Lockbox in the amount of \$2,732.26. Seconded by Gary Johnson. Motion carries 5 – 0 – 0.

9. Town Hall Interior Renovation Phase Two - 9470

Mr. Przech stated the project is scheduled to begin the first week of October. Chairman Gustafson questioned when this project is projected to be completed. Mr. Przech stated it is scheduled to be completed in mid-December. Mr. Przech explained the planned sequence of second floor areas to be renovated. The main goal is to not inconvenience any town staff or visitors to the building during this project.

10. Landfill Office Renovation Project

Mr. Przech stated the office / garage roof and siding replacement has been completed. We are waiting on a quote for the cost to replace the HVAC systems for this building. The existing HVAC equipment is original to the building and the new equipment will be energy efficient lowering operational costs.

11. HVAC, Electrical and Energy Project - 9457

Mr. Przech stated the contractor has completed most of the interior and exterior light fixtures. A meeting is scheduled with the contractor tomorrow to determine when the final light fixtures will be scheduled.

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

Mr. Przech stated the contractor, McKinney Construction will be starting this week. Mr. Przech presented an invoice for McKinney Construction but the PBC tabled it for next scheduled meeting. Commissioner Gary Johnson questioned if we should be concerned if the original GC subcontractor placed a mechanical lien for his work performed removing the doors. A discussion on this topic was held. Mr. Przech presented a proposal from Siemens for installation of a new voice panel for the library section of the high school in the amount of \$22,425.00. The PBC decided to table this proposal until next scheduled PBC meeting.

13. Oliver Ellsworth Elementary School HVAC Design

Mr. Przech presented the bids received for this project. Four bids were received, The lowest was \$76,000.00 from Fletcher Thompson and the highest was \$206,000.00 from Tighe & Bond. The Commission discussed capabilities of the firms that submitted proposals. Chairman Gustafson stated the PBC could move on any of these due to no project being formally assigned to them.

14. Staff Reports: Mr. Przech distributed a meeting schedule for 2017 for the Commissioners to approve.

Motion: A motion was made by Commissioner Jim Bennett to adopt the proposed 2017 PBC Regular Meeting Schedule as presented tonight. Seconded by Commissioner Rusty Peck. Motion carries 4 – 0 – 1.

4. **Minutes of Preceding Meetings:**

Motion: A motion was made by Commissioner Lee Alford to approve the minutes from the Meeting as amended dated August 9, 2016. Second by Commissioner Jim Bennett. Motion carries 3 - 0 - 2.

Motion: A motion was made by Commissioner Rusty Peck to approve the minutes as amended from the Meeting dated September 13, 2016. Seconded by Commissioner Lee Alford. Motion carries 4 – 0 – 1.

5. **Adjournment: Motion:** A motion was made by Commissioner Lee Alford to adjourn the meeting at 9:32 pm. Second by Commissioner Rusty Peck. Motion carries 5 – 0 - 0.