

PUBLIC BUILDING COMMISSION

October 25, 2016

7:00 P.M.

Ludlow Room

Windsor Town Hall

**DRAFT MINUTES**

**Present:** Commissioners: Lee Alford, Rick Hazelton, Gary Johnson, Rusty Peck,  
Alternate Jim Bennett

**Also Present:** Whit Przech, Building and Facilities Manager; Bob Jarvis, Director of  
Public Works Town Engineer, George Greco, Physical Plant Manager BOE.

1. **Call to Order:** Commissioner Rick Hazelton called the meeting to order at 7:00 pm.

**Motion:** A motion was made by Commissioner Rusty Peck that the Commission appoint Rick Hazelton as the Chairman for this regular meeting of the Public Building Commission on October 25, 2016. Seconded by Lee Alford. Motion carries 5 – 0 – 0.

Chairman Rick Hazelton noted Alternate Jim Bennett will be active member this evening.

2. **Remarks of the Chairman:** None.
3. **Public Communications:** No public comments.
4. **Animal Shelter Relocation Project - 9395**  
Mr. Przech stated we expected the completed drawings this evening for Your review but they are not ready due to architect illness. We will have them for your review at next scheduled PBC meeting. Chairman Rick Hazelton questioned the timeline for relocating the shelter. Mr. Przech replied March 31, 2016 is the current date but it will have to be adjusted. A discussion fire sprinkler system and alarm smoke detection was held.

**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 the architect has completed all of the documents for state funding requirements. Commissioner Gary Johnson asked if the projects delay has effected the architects fees. Mr. Przech stated the fee is not effected.

**7. Clover Street School HVAC Replacement Project - 9385**

Mr. Przech distributed a report from ESC on the progress on their work related to the commissioning report. Commissioner Rusty Peck had a question concerning the letter from B & G Mechanical. Mr. Przech stated the town attorney has replied to B & G concerning Commissioners question. Mr. Przech will request a copy of the attorneys reply.

**8. LP Wilson Restroom EOS Showers Project - 9432**

Mr. Przech stated the project is now back on schedule. A potential change order for the relocation of two roof drains in the amount of \$9,932.48 was presented to the Commissioners for their review. Commissioner Lee Alford asked if the architect had reviewed this PCO. Mr. Przech stated that yes the architect reviews all potential change orders in pencil before they are created as presented to the Commissioners.

**9. Town Hall Interior Renovation Phase Two - 9470**

Mr. Przech stated the project has started with areas in northwest and northeast sections of second floor. Mr. Przech presented application for payment number one from McKinney Construction in the amount of \$62,600.00. Mr. Przech presented a proposal to replace ceiling tiles on the first floor. The proposal from McKinney Construction is in the amount of \$30,920.00. After a discussion on the project budget, the Commission tabled this proposal until the next regularly scheduled PBC meeting.

**Motion:** A motion was made by Commissioner Lee Alford to make payment to McKinney Construction in the amount of \$62,600.00. Seconded by Commissioner Gary Johnson. Motion carries 5 – 0 – 0.

#### **10. Landfill Office Renovation Project**

Mr. Przech stated in tonight's meeting packet are two proposals. One is to replace the existing heating system for \$58,873.19 and the other is to replace the existing air conditioning system equipment for \$19,018.73. This work would be the last component of the proposed work to the landfill buildings. Commissioner Rusty Peck questioned if the Town Council needs to allocate the funds from the Enterprise fund first. A discussion followed on procedures and proposals were tabled until Town Council authorizes funding for these proposals. The PBC commissioners recommend the Town Council add the HVAC proposals to the existing project

**Motion:** A motion was made by Commissioner Lee Alford closeout the Transfer Station Project. Seconded by Rusty Peck. Motion carries 5 – 0 – 0.

#### **11. HVAC, Electrical and Energy Project - 9457**

Mr. Przech stated the contractor last week replaced the lights on the cupola and exterior wall pack light fixtures. The remaining area's to be completed are the first floor hallway, front portico, and council chamber lighting. A discussion on the project balance sheets took place. A result of the discussion was a recommendation by the Commission to use a different balance sheet moving forward.

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

Mr. Przech presented three change orders for this project. C/O #1 is for 19 smoke detectors fire marshal requested for new fire doors in the amount of \$4800.00. Commissioner Lee Alford questioned George Greco explained the operation of the fire door smoke detectors. C/O #2 is for fabrication of plate mounting brackets for the new door closers in the amount of \$1,150.00. C/O # 3 is for two new door closers for door number 39 and 40 that were not included in original contract but require new smoke activated door closers. Mr. Przech presented an application for payment number two from McKinney Construction in the amount of \$87,190.00.

**Motion:** A motion was made by Commissioner Gary Johnson to approve change order one in the amount of \$4,800.00. Seconded by Jim Bennett. Motion carries 5 – 0 – 0.

**Motion:** A motion was made by Commissioner Jim Bennett to approve change order number two in the amount of \$1,150.00. Seconded by Gary Johnson. Motion carries 5 – 0 – 0.

**Motion :** A motion was made by Commissioner Rusty Peck to approve change order number three in the amount of \$2,140.00. Seconded by Commissioner Lee Alford. Motion carries 5 – 0 – 0.

**Motion:** A motion was made by Commissioner to approve payment application number two from McKinney Construction in the amount of \$87,190.00. Seconded by Commissioner Jim Bennett. Motion carries 5 – 0 – 0.

**13. Oliver Ellsworth Elementary School HVAC Design**

Mr. Przech stated the funding request will go to the Town council at its next Meeting in November.

**14. Staff Reports** – Mr. Przech stated he included in tonight's meeting package information from the town clerk regarding meeting filings and requirements.

**15. Minutes of Preceding Meetings:**

**Motion:** A motion was made by Commissioner Lee Alford to approve the minutes from the Meeting dated October 11, 2016. Second by Commissioner Gary Johnson. Motion carries 4 - 0 - 1.

**16. Adjournment: Motion:** A motion was made by Commissioner Rusty Peck to Adjourn the meeting at 8:27 pm. Seconded by Commissioner Jim Bennett. Motion carries 5 – 0 – 0.