



**TOWN OF WINDSOR, CONNECTICUT
PUBLIC BUILDING COMMISSION**



July 8, 2020

10:00 A.M.

Town Council Chambers
Windsor Town Hall

**SPECIAL MEETING
APPROVED MINUTES**

Present: Chairman Rick Hazelton, Commissioners; Gary Johnson, Rusty Peck, Jim Bennett, Lee Alford, and alternate George Roebelen.

Absent: Alternate George Bolduc.

Also Present: : Whit Przech - Building and Facilities Manager; Bob Jarvis - Director of DPW & Town Engineer, Adam Kessler – Asst. Town Engineer, Freddie Khericha of KBA, Jim Russo of J.R. Russo LLC - Clerk of the Works, Brian Ouellette-Executive Vice President, Stephen Buccheri- Project Executive, Alex D'Agostino-Project Manager and David Cormier-Green Assoc. Project Superintendent of Newfield Construction, Zack Prenoveau-President/Project Executive, Paul Campanelli-Vice President Project Development, Todd Vetrano-Project Director, David Fritz-Project Manager, Greg Watson-Asst. Project Manager, Scott Martin-General Superintendent, Mauricio Montero-Project Superintendent and Neal Gorneault-Chief Estimator of PAC Group, LLC.

1. Call to Order - Chairman Rick Hazelton called the meeting to order at 10:05 am.

2. Remarks of the Chairman – Chairman Rick Hazelton stated that in Commissioner Rusty Peck's absence at the start of the meeting George Roebelen will be a voting member.

3. Public Communications – None

4. Fire & EMS Additions & Renovations Design Project - 9912

A. 10:00 a.m. – Newfield Construction

Chairman Rick Hazelton stated that this project requires that the EMS and the Fire Dept. not be interrupted of their duties during the renovations. This site is an active site and cannot have obstacles in the way of their duties.

Chairman Rick Hazelton also mentioned in regards to the Covic-19 pandemic that all pre-cautions must be addressed and followed for all to be safe at this project. How will you insure this safety?

Introductions and background experiences' are mentioned from each of the Newfield Construction team members. Brian Ouellette gave information on the background of his Company as well as a power point presentation for this project. He provided relevant experience from previous projects. He mentioned that they are available immediately to begin this project in August 2020, if awarded. He provided a schedule for this project.

Whit Przech to Stephen Buccheri. If the project was to start in September instead of August how would that affect the schedule? Stephen stated that would push the concrete work a back little but they would still be able to handle it, since it's not a very big foundation package.

Alex D'Agostino provided strategic phasing plans for this project and to ensure special systems remain active. A special interest is the daily open communications with Town, Owner's Rep, Fire and EMS personnel, they will provide construction phase management and controls. Specifically the budget, cost control and scheduling. He mentioned that he would like to keep the PCO's to a minimum. He said that he went through the special project conditions, at the front end of the packet given and he is fully confrontable with everything that is there. The company will provide a monthly schedule and will be presented to the PBC.

Dave Cormier went over the Phasing and Site Logistics for this project and mentioned that Eversource is on board and engaged with them regarding the utility relocation and the temporary electricity set up. Dave stated that they will provide construction management software. Also mentioned they will provide a real time Project and Budget Management Data System that all can access anytime during this project. Phasing and Site logistics. They have a Quality control and Quality assurance program that they abide by. Next is Commissioning and Owner Training - they will provide owner training on all new HVAC unit controls and new valve location shut-offs. Dave mentioned that project safety is highly important regarding the separation of the EMS and Fire personnel from construction activity. They provide site specific safety and logistics plans, preconstruction meetings, site orientation, site specific medical and emergency planning. The most important safety issue on the jobsite is cleanliness and organization for this project.

They will abide by the Covic-19 procedures and CDC guidelines daily. The crew will be checked upon arrival on the site. The site will have hand sanitizer at many locations. They have face masks mandated for all times. Crews will be separated as well. All the trade Contractors will be given job hazard analysis and training.

Commissioner Lee Alford asked during the Covic-19 pandemic there have been many vendors and suppliers have been impacted, how would your company handle that situation?

Brian Ouellette stated that his company utilizes creative thinking and moves forward as needed within a project.

George Roebelen asked Alex, Dave and Stephen how many days a week do they plan on being physically on site and if not full time on site how many other projects are you working on?

Dave stated that he will be on site everyday all day Monday thru Fridays 6:30 am – 4:30 pm, Saturdays as needed. This will be his only project. Alex stated he would be on site 2-3 days a week. Stephen stated in the beginning more as project moves forward a little less, as needed.

Commissioner Gary Johnson asked who would be available in the late afternoon, early evening for a meeting on site. Alex, Dave and Stephen stated that they are available for those meetings.

B. PAC Group, LLC

Chairman Rick Hazelton stated that this project requires that the EMS and the Fire Dept. not be interrupted of their duties during the renovations. This site is an active site and cannot have obstacles in the way of their duties.

Chairman Rick Hazelton also mentioned in regards to the Covic-19 pandemic that all pre-cautions must be addressed and followed for all to be safe at this project. How will you insure this safety?

Introductions and background experiences' are mentioned from each of the PAC Group, LLC team members.

Zack Prenoveau gives an overview on PAC Group, LLC. Zack the statement and purpose of this project is the core beliefs. Which is building a positive experience, no excuses, communicate efficiently and effectively and most importantly is the Today Not Tomorrow belief – get back to the customer as soon as possible even if you don't have the answer. Paul gave an overview of the PAC relevant and experience on previous projects including over 20 projects for the Town of Windsor most recently the CBT building located at 185 Broad St. Dave and Mauricio discuss the site logistics/schedule. Dave stated that this project is nice because of an early start date. Mauricio mentions Phases. First off is to mobilize the site, first and foremost set up safety and the site is presentable.

Whit Przech asked. If the start date was mid-September instead of mid-August how would that effect your current schedule? What adjustments would you have to make? David stated that it would effective him minimally because if they were to get in there, they would start the electrical. Scott Martin stated that it may affect the masonry.

David Fritz gives an overview on the construction phase to Manage and lead all on site activities. Contract with all sub-contractors required to complete the project. Maintain project budget and reporting, the scheduling and phasing, manage and achieve superior quality, manage all post construction and close-out/ warranties. Dave discusses the communication phase for this project. Mauricio stated that he will check each crew member into the job-site making sure everyone is safe for Covid-19, that they meet all CDC regulations and document who is on site and where. Dave stated that he will have daily photos and reports so the commission has virtual access on the progress of the project. Scott Martin discusses site management in regards to safety, scheduling and quality. As for safety, he stated that safety is paramount to Pac Group, LLC. Regarding the Covid-19 approach – each morning the site Super. Checks in crew member for any symptoms. They hold weekly safety meetings as well.

Alternate George Roebelen asked who would be on site everyday of this project. Mauricio stated that he will be on site every day. David Fritz stated that he would be on site 3 days a

week. Scott stated that in the beginning he would be on site 3-4 days a week and going forward on an as needed basis.

Freddie asked if they would be supplying their own temporary heating source at no extra cost to the project. Dave stated that they factored in for the winter conditions and will supply their own heating source at no additional cost to this project and it will not be an issue.

Motion: Commissioner Gary Johnson moves to move into Executive Session. Seconded by Commissioner Lee Alford

Motion passes 5-0-0

5. Executive Session:

Sec. 1-200 (E) discussion of any matter which would result in the disclosure of Public records or the information contained therein described in subsection (b) Of section 1-210 (7).

Motion: Commissioner Gary Johnson moves to move out of Executive Session. Seconded by alternate George Roebelen.

Motion passes 5-0-0

Motion: Commissioner Lee Alford moves to award PAC Group, LLC the Fire & EMS Stations Additions and Renovations project, with a memorandum signed, stating that the project Superintendent Mauricio Montero be present throughout the project. Seconded by Commissioner Jim Bennet.

Motion passes 5-0-0

6. Adjournment: Commissioner Gary Johnson moves for adjournment.

Adjournment is at 1:00 p.m.

Respectfully submitted,

Karla Leroux
Recording Secretary