



**WINDSOR, CONNECTICUT  
PUBLIC BUILDING COMMISSION**

**July 14, 2020**  
2:00 P.M.  
Windsor Town Hall  
Virtual Meeting



**APPROVED MINUTES**

**Present:** Chairman Rick Hazelton, Commissioners; Rusty Peck, Jim Bennett, Lee Alford, and alternates George Roebelen and George Bolduc.

**Absent:** Commissioner Gary Johnson

**Also Present:** Whit Przech, Building and Facilities Manager; Freddie Khericha of KBA, Jim Russo of J.R. Russo LLC - Clerk of the Works.

**Item #1. Call to Order** - Chairman Rick Hazelton called the meeting to order at 2:03 pm.

**Item #2. Remarks of the Chairman** – Chairman Hazelton stated that in Commissioner Gary Johnsons' absence alternate George Bolduc will be a voting member today.

**Item #3. Public Communications** – None

**Item #4. Police Station Construction Additions & Renovations Project – 9911**

Clerk of the Works Jim Russo gives a breakdown of the progress on this project:  
RE: The interior of this project the Fire alarms have been inspected, tested and passed by the Fire Marshall, the electrical sub is fine tuning the security cameras, the furniture was ordered is on site and will be placed in their perspective rooms. The HVAC issues will be resolved by next week. The paving has started and will be finished in the middle of next week. Final inspections of the roof will be done tomorrow. The project is 95% done. The final punch list will be starting in two weeks or so. They met with the state regarding the 911 coordinator and will be all set on about mid-August.

**Motion:** Commissioner Jim Bennett moves to approve payment on Invoice #18009.01-17 for the Windsor Police Station project to Kaestle Boos Assoc. for professional services rendered through June 30, 2020 in the amount of \$10,186.70. Seconded by Commissioner Rusty Peck.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Application #10, Invoice #10 dated 06/01/20 – 06/30/20 for the Windsor Police Station project to LaRosa Building Group in the amount of \$1,280,145.57. Seconded by Commissioner Lee Alford.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice # 9678 for the Windsor Police Station project to Northeastern Communications & Electrical, LLC for tele/data cabling from 110 Addison Rd DPW to cell tower in the amount of \$15,653.95. Seconded by alternate voting member George Bolduc.

Motion passes 5-0-0

**Motion:** Commissioner Lee Alford moves to approve payment on PCO #60 to LaRosa Building Group for sidewalk & curbing replacement at the Windsor Police Station project in the amount of \$13,851.00. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on PCO #61 to LaRosa Building Group for 3 windows infilled at the Windsor Police Station project in the amount of \$1,835.02. Seconded by Commissioner Lee Alford.

Motion passes 5-0-0

**Motion:** Commissioner Lee Alford moves to approve payment on Change Order #01 to LaRosa Building Group for Data Cabling at the Windsor Police Station project in the amount of \$1,323.70. Seconded by Commissioner Rusty Peck.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Change Order #03 to LaRosa Building Group for additional dispatch cabling at the Windsor Police Station project in the amount of \$3,512.96. Seconded by alternate voting member George Bolduc.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Change Order #04 to LaRosa Building Group for install/mount (36) wireless access point units at the Windsor Police Station project in the amount of \$1,762.00. Seconded by Commissioner Lee Alford.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Change Order #05 to LaRosa Building Group for Dispatch Radio System Cabling at the Windsor Police Station project in the amount of \$3,515.60. Seconded by alternate voting member George Bolduc.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Quote #LMVN475 to CDW-G for Cisco Network Essentials and Architecture licensing at the Windsor Police Station project in the amount of \$7,446.25. Seconded by Commissioner Lee Alford.

Motion passes 5-0-0

**Motion:** Commissioner Lee Alford moves to approve payment on Quote # 3000057570584.5 to Dell EMC for 9 computers at the Windsor Police Station Project in the amount of \$5,229.00. Seconded by alternate voting member George Bolduc.

Motion passes 5-0-0

**Motion:** Commissioner Jim Bennett moves to approve payment on Quote #300064816533.1 to Dell EMC for 10 computer monitors at the Windsor Police Station project in the amount of \$1,910.90. Seconded by Commissioner Lee Alford.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice #2019-7-12 to J.R. Russo, LLC for professional services rendered for the Month of June 2020 at the Windsor Police Station project in the amount of \$16,570.75. Seconded by Jim Bennett.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice #R2019Z-299-7 to Horizon Engineering Assoc., LLP for professional commissioning services from May 30, 2020 to June 26, 2020 at the Windsor Police Station project in the amount of \$776.00. Seconded by Jim Bennett.

Motion passes 5-0-0

#### **Item #5. Fire & EMS Additions & Renovations Design Project - 9912**

The Commission has concerns regarding the charges submitted by Willscot and would like clarification on certain fees on Invoice #7917702. They will vote on this at the next meeting.

**Motion:** Commissioner Lee Alford moves to approve payment on Invoice #18009-02-10 to Kaestle Boos Assoc. for professional services rendered through June 30, 2020 at the Windsor Fire & EMS Additions & Renovations project in the amount of \$17,467.50. Seconded by Commissioner Rusty Peck.

Motion passes 5-0-0

**Motion:** Commissioner Jim Bennett moves to approve payment on Invoice #RI2176603 dated 6/30/20 to The Eagle Leasing Company for the 2- 20' storage trailers at the Windsor Fire & EMS Additions & Renovations project in the amount of \$298.00. Seconded by Commissioner Rusty Peck.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice #7917702 dated 07/02/20 to Willscot for a mobile office at the Windsor Fire & EMS Additions & Renovations project in the amount of \$1,214.03.

**Motion:** Commissioner Rusty moves to remove and table the above Motion until further explanation of the charges. Seconded by alternate voting member George Bolduc.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to accept the proposal from Horizon Engineering Assoc. for Construction phase, Occupancy phases and reimbursable expenses for commissioning fees and professional services rendered at the Windsor Fire & EMS Additions & Renovation project in the amount of \$21,300.00. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

**Motion:** Commissioner Lee Alford moves to accept the proposal from Tri-State Materials in the amount "NOT TO EXCEED" \$35,000.00 for materials testing at the Windsor Fire and EMS Additions & Renovations project. Seconded by Commissioner Rusty Peck.

Motion passes 5-0-0

**Item #6. DPW Building Renovation Design Project – 9505**

Whit Przech stated that the project is on schedule. The demolition is finished in the restrooms. The rough plumbing work in the men's locker room and ladies room will be finished today. Regarding the cafeteria: the ceiling has been demoed, the lights have been demoed, the insulation above that ceiling have been demoed, and the outer walls have been sheet rocked. The windows have been measured and ordered. The windows are scheduled to arrive the second week in August. There have been some changes that need to be addressed that weren't noted on the specs. PCO #1 - delete the epoxy flooring with a credit of \$10,813.30. PCO #3 – clean the existing duct work, PCO #4 – add/install motions sensors for lighting, a savings to the Town, PCO #5 – relocate, add duplex outlets within cafeteria exterior walls, PCO #6 – replace bad insulation at the knee walls under the windows in the cafeteria, PCO #7 – dura rock revision in the restrooms, PCO #8 – added gypsum board fascia at the window heads. The removal of two supply grilles in the cafeteria and add gypsum board partition adjacent to door #107.

**Motion:** Commissioner Jim Bennett moves to approve payment on Application #APPL001 dated 6/230/20 to Sarazin General Contractors, Inc. for mobilization, demolition and materials at the DPW Building Renovation project in the amount of \$59,711.57. Seconded by Commissioner Rusty Peck.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on PCO #'s 1, 3, 4, 5, 6, 7 and 8 to Sarazin General Contractors, Inc. for revisions to the DPW Building Renovation project in the net amount of \$9,935.95. Seconded by Commissioner Lee Alford.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to accept Change Order request #11 from Sarazin General Contractors, Inc. for the removal of two supply grilles in the cafeteria ceiling at the DPW Building Renovation project in the amount of \$640.55. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to accept Change Order request #13 from Sarazin General Contractors, Inc. to add gypsum board partition adjacent to door #107 at the DPW Building Renovation project in the amount of \$3,347.65. Seconded by alternate voting member George Bolduc.

Motion passes 5-0-0

#### **Item #7. North West Park Nature Center Project – 9503**

Whit stated that the contractor has been working on this project for the last three weeks and there is additional problems with the structure of the porch. They needed to replace the metal pipes with posts and concrete footings into the ground. The decking has been installed and most of the railings are in place. The roof decking has been done. The asphalt shingles still need to be done. This is expected to be done in the next two weeks, weather permitting. This project is moving along nicely. Whit also stated that there are plans to replace the rear porch in the future.

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice #3754-20 to McKinney Construction, LLC for labor charges at the Northwest Park Nature Center project in the amount of \$12,500.00. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

#### **Item #8. Sage Park Middle School Roof Design Project – 9506**

No updates to report. Whit stated that this project is scheduled for bid in January 2021 with a start date of May 2021.

#### **Item #9. Poguonock Fire Station Roof Design Project – 9518**

Whit stated that the contractor has been on site for about 4 days. They have the asphalt shingle roofs stripped and will be re-asphalted by the end of this week. The flat roof section has been started. The contractor stated that this project will be completed by the end of this month.

**Item #10 Wilson Fire Station HVAC Design Project – 9517**

Whit stated that the contract has been signed and placed. The contractor is working with the architect on his submittals. He thinks they will be on site late July - early August and with a completion date in October sometime.

**Item #11. Sage Park Middle School Alternative Energy & HVAC Efficiency Upgrade Project – 9519**

Whit stated that this project will go out to bid in January 2021, bring it to Council in February early March. Work will start in May 2021. This project will take approximately 10 – 12 months. Also stated that this project will be done on second shift.

**Item #12. North West Park Barn Renovations Project – 9522**

Whit stated that the general contractors are moving along nicely. Barns #1 & #2 – Field barns are complete. Barn #8 – the mule barn is also complete. Barn #4 – Tobacco Archive barn, the roof is complete, they started painting as of today. Barn #5 – Tobacco Museum barn, the roof is complete. Barn #7 – Warming shed has begun with the painting, the roof has not been started as of yet. Barn #6 – Animal barn still has to be done. Barn # 3 will be demolished by the Town staff.

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice #3752-20 to McKinney Construction, LLC for roof replacement on the Tobacco Archive barn #4 at the North West Park Barn Renovation project in the amount of \$22,550.00. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice #3753-20 to McKinney Construction, LLC for roof replacement on the Tobacco Museum barn #5 at the North West Park Barn Renovation project in the amount of \$35,000.00. Seconded by Commissioner Lee Alford.

Motion passes 5-0-0

**Motion:** Commissioner Lee Alford moves to approve payment on Application #1 to Scholar Painting, LLC for roof replacement on Field barn #2 at the North West Park Barn Renovation project in the amount of \$23,085.00. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Application #1 to Scholar Painting, LLC for roof replacement on field barn #1 at the North West Park Barn Renovation project in the amount of \$21,612.50. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

**Item #13 Staff Reports –**

Chairman Hazelton inquired about the three athletic field projects. The project to re-do the tennis courts at the High School, who will be monitoring this project? Whit stated that the Town Engineering Dept. will monitoring that project as well as the athletic fields.

Whit suggested that the next PBC meeting dated August 11<sup>th</sup>, to be held at the Windsor Police Station project located at 110 Addison Rd. @ 5:30 pm. since it will be 100% completed. The Committee will be able to take a tour of the finished facility.

The Committee concurred.

**Item #14. Motions & Minutes of Preceding Meeting(s):**

**Motion:** Commissioner Rusty Peck moves to approve the PBC virtual meeting minutes dated June 23, 2020. Seconded by Commissioner Lee Alford  
Motion carries 5-0-0

**Motion:** Alternate voting member George Roebelen moves to approve the PBC special meeting minutes dated July 8, 2020. Seconded by Commissioner Jim Bennett  
Motion passes 5-0-0

**Item #15. Adjournment:**

**Motion:** Commissioner Rusty Peck moves to Adjourn at 3:21pm. Seconded by Commissioner Jim Bennett.  
Motion passes 5-0-0

Respectfully submitted,

Karla Leroux  
Recording Secretary