



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

**August 18, 2020**  
5:30 P.M.  
110 Addison Road



**APPROVED MINUTES**

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

**Absent:** Commissioner Leon Alford

**Also Present:** : Whit Przech, Building and Facilities Manager; Freddie Khericha of KBA, Jim Russo of J.R. Russo LLC - Clerk of the Works, Richard Sawitzke of J.R. Russo, LLC, Michael Anderson and Romolo Sanhill of LaRosa Building Group and Paul Goldberg - Town Safety Services.

**Item #1. Call to Order** - Chairman Rick Hazelton called the meeting to order at 6:32 pm. Chairman Rick Hazelton stated that in Commissioner Leon Alford's absence that George Roebelen will be a voting member this evening.

**Item #2. Remarks of the Chairman** – Chairman Rick Hazelton would like to say on behalf of the Commission he would like to thank a lot of people here that were involved in this project. What he understands is that this project finished earlier than expected and under budget. It's a wonderful facility. He would like to say a special thank you to Freddie of KBA for his leadership in this project and pushing this project through. A special thank you to Romolo Sanhill and Mark Barlow of LaRosa Building Group as well. Mike Anderson Director of operations with LaRosa commended all involved, of the great teamwork that was done. Chairman Hazelton said a special thank you to Jim Russo and Richard Sawitzke, Whit Przech, Bob Jarvis, Gary Dowgiewicz, and Paul Goldberg for all that they did on this project. And for all involved working safely through this Pandemic and not having to shut this project down. Freddie of KBA gave a special thank you to Whit Przech for his leadership. Freddie stated this was a tremendous unbelievable team effort, exceptional as well as for the communication on any changes that were needed.

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

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

Commissioner Gary Johnson inquired on what was left on the punch list. Whit stated that it has been walked through several times and there are about 7 items left on it. Freddie stated that the punch list will be completed in September. Jim Russo stated he will be obtaining the warranties and lean wavers in September. At the final payment he will get the consent of surety.

**Motion:** Commissioner Jim Bennett moves to approve payment on Invoice #18009.01-18 to Kaestle Boos Associates for professional services rendered at the Windsor Police Station

project through July 31, 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 Application #11 dated 07/01/20 – 07/31/20 to LaRosa Building Group for the Windsor Police Station project in the amount of \$963,597.55. Seconded by alternate voting member George Roebelen.

Motion passes 5-0-0

**Motion:** Commissioner Gary Johnson moves to approve payment on PCO #035 to LaRosa Building Group for the painted blue line at the Windsor Police Station project in the amount of \$1,668.07. Seconded by Commissioner Jim Bennett

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on PCO #058 to LaRosa Building Group for the In-Pro wall protection color change at the Windsor Police Station project in the amount of 1,966.46. Seconded by alternate voting member George Roebelen.

Motion passes 5-0-0

**Motion:** Alternate voting member George Roebelen moves to approve payment on PCO #059 to LaRosa Building Group for door hardware change/modification at the Windsor Police Station project in the amount of \$2,555.29. Seconded by Commissioner Rusty Peck.

Motion passes 5-0-0

**Motion:** Commissioner Jim Bennett moves to approve payment on PCO #063 to LaRosa Building Group to add communication equipment and 911 communication equipment at the Windsor Police Station project in the amount of \$7,265.57. Seconded by Commissioner Rusty Peck.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on PCO #065 to LaRosa Building Group for kitchenette changes at the Windsor Police Station project in the amount of \$2,940.00. Seconded by Gary Johnson.

Motion passes 5-0-0

**Motion:** Alternate voting member George Roebelen moves to approve payment on PCO #066 to LaRosa Building Group for the generator management system communication interface at the Windsor Police Station project in the amount of \$9,223.41. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on PCO #067 to LaRosa Building Group for repairs to Binder Course at the Windsor Police Station project in the amount of \$23,140.01. Seconded by alternate voting member George Roebelen.

Motion passes 5-0-0

**Motion:** Commissioner Jim Bennett moves to approve payment on PCO #068 to LaRosa Building Group for the DPW side lobby ceiling replacement at the Windsor Police Station project in the amount of \$1,082.55. Seconded by Commissioner Rusty Peck.

Motion passes 5-0-0

**Motion:** Alternate voting member George Roebelen moves to approve payment on Quote #LPCG981 to CDW-G for IT internet Ethernet adaptors at the Windsor Police Station project in the amount of \$3,137.40. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

**Motion:** Commissioner Gary Johnson moves to approve payment on Change Order #6, Quote #B-20-0038 to Northern Communications & Electrical, Inc. for added outlets at the Windsor Police Station project in the amount of \$3,770.35. Seconded by Commissioner Rusty Peck.

Motion passes 5-0-0

**Motion:** Alternate voting member George Roebelen moves to approve payment on Quote #3000065304809.1 to Dell EMC for 12 monitors for the Windsor Police Station project in the amount of \$2,293.08. Seconded by Commissioner Rusty Peck

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck move to approve payment on Invoice #2019-7-13 to J.R. Russo, LLC for professional services rendered through July 2020 at the Windsor Police Station project in the amount of \$18,811.97. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

**Motion:** Commissioner Gary Johnson moves to approve payment on Invoice #TSMT17732 to Tri-State Materials Testing, LLC for asphalt field testing in the parking lot located at the Windsor Police Station project in the amount of \$1,246.00. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

**Motion:** Commissioner Jim Bennett moves to approve payment on Invoice #R2019Z-299-8 to Horizon Engineering Assoc., LLP for professional services rendered from July 27, 2020 to July 31, 2020 at the Windsor Police Station project in the amount of \$3,995.00. Seconded by alternate voting member George Roebelen.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice #108726 to OFI for office furniture at the Windsor Police Station project in the amount of \$173,212.46. Seconded by alternate voting member George Roebelen.

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 #7997812. They will vote on this at the next meeting.

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice #7997812 dated 08/02/20 to Willscot for a mobile office leasing at the Windsor Fire & EMS Additions & Renovations project in the amount of \$1,214.03. Seconded by Jim Bennett.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to withdraw the motion for payment on Invoice #7997812 dated 08/02/20 to Willscot for a mobile office leasing at the Windsor Fire & EMS Additions & Renovations project in the amount of \$1,214.03 and table the motion. Seconded by Commissioner Jim Bennett.

Motion tabled 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice #18009.02-11 to Kaestle Boos Assoc., LLC for professional services rendered through July 31, 2020 at the Windsor Fire & EMS Stations Additions & Renovations Design project in the amount \$9,825.19. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

**Motion:** Commissioner Jim Bennett moves to approve payment on Invoice #RI2187012 dated 07/31/20 to The Eagle Leasing Co. for a storage trailer rental at the Windsor Fire & EMS Stations Additions & Renovations project in the amount of \$1,148.00. Seconded by Commissioner Rusty Peck.

Motion passes 5-0-0

**Motions:** Commissioner Rusty Peck moves to approve payment on Invoice #RI2181678 to The Eagle Leasing Co. for 2- 20' containers dated 07/14/20 through 08/10/20 at the Windsor Fire & EMS Stations Additions & Renovations project in the amount of \$298.00. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice #2020-2-6 to J.R. Russo, LLC for professional services rendered for the months of June 2020 & July 2020 at the Windsor Fire & EMS Stations Additions & Renovations project in the amount of \$2,117.50. Seconded by alternate voting member George Roebelen.

Motion passes 5-0-0

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

Whit stated that this project is progressing. The Hazmat material has been abated. The demo is complete. The plumbing and drywall is up in the restrooms. Tile is being installed as we speak. The ceiling grid has been installed in the cafeteria. The electrical is next and will be working with the ceiling company and will work with the sprinkler company and proceed to the flooring. Hazmat material was discovered during the demo of the cafeteria walls and hall which has since been taken care of. This project is expected to go until mid-October.

The Change Requests #10 & #14 need to be adjusted regarding sales tax charged. The Commission will bring this concern up at the next meeting September 8, 2020, before payment is made.

**Motion:** Commissioner Jim Bennett moves to approve payment on Change Request #10 dated 07/1/20 to Sarazin General Contractors for trap primers at the DPW Building Renovation project in the amount of \$3,693.96. Seconded by Rusty Peck.

Motion carries 5-0-0

Commissioner Jim Bennett moves to rescind the motion for payment on Change Request #10 dated 07/1/20 to Sarazin General Contractors at the DPW Building Renovation in the amount of \$3,693.96. Seconded by Rusty Peck.

Motion carries 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Change Request #14 dated 07/02/20 to Sarazin General Contractors for base, cabinets and sink in the cafeteria at the DPW Building Renovation project in the amount of \$6,499.80. Seconded by Commissioner Jim Bennett.

Motion carries 5-0-0

**Motion:** Commissioner Rusty Peck moves to withdraw the motion for payment on Change Request #14 dated 07/02/20 to Sarazin General Contractors for base, cabinets and sink in cafeteria at the DPW Building Renovation project in the amount of \$6,499.80. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Application #APPL002 dated 07/31/20 to Sarazin General Contractors, Inc. for the DPW Building Renovation project in the amount of \$61,746.42. Seconded by alternate voting member George Roebelen.

Motion carries 5-0-0

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

Whit Przech stated that this project is complete. The porch came out real nice.

**Motion:** Commissioner Gary Johnson moves to approve payment on Invoice #3779-20 dated 07/31/20 to McKinney Construction, LLC for the remaining balance owed on the North West Park Nature Center project in the amount of \$23,344.00. Seconded by alternate voting member George Roebelen.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to close out the North West Nature Center project. Seconded by alternate voting member George Roebelen.

Motion carries 5-0-0

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

Whit Przech stated there is no update to report. The target date is January 2021 for a start date.

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

Whit stated as of today this project is completed by the contractor. The punch list is completed. This project will stay open until the documents and warranties are received.

**Motion:** Commissioner Jim Bennett moves to approve payment on Application #1 dated through July 31, 2020 for the Poquonock Fire Station Roof Design project to Imperial Company Restoration Contractor, Inc. in the amount of \$169,200.00. Seconded by Commissioner Rusty Peck.

Motion carries 5-0-0

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

Whit Przech stated the equipment has been ordered, this project is starting off slowly but progressing.

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice #117098 to Salamone and Associates, Inc. for construction administration services at the Wilson Fire Station HVAC Design project in the amount of \$1,000.00. Seconded by alternate voting member George Roebelen.

Motion passes 5-0-0

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

Whit Przech stated that they expect to start bidding this project in January 2021.

**Motion:** Commissioner Jim Bennett moves to approve payment on Invoice #117095 to Salamone & Associates, Inc. for engineering construction documents for the Sage Park Middle School Alternative Energy & HVAC Efficiency Upgrades project through 08/02/20 in the amount of \$4,420.00. Seconded by alternate voting member George Roebelen.

Motion passes 5-0-0

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

Whit Przech stated that the Tobacco Archive Museum is now completed. There are 2 Barns left to be done, the Animal Barn and the Warming Shed. The warming shed has been painted and the rotted wood has to be replaced. The roof replacement is scheduled to be done this week on the Warming Shed. The Animal Barn will be started this week.

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice #3777-20 to McKinney Construction, LLC for completed painting of the Archive Barn located at Northwest Park Barn Renovations project in the amount of \$6,537.00. Seconded by Commissioner Gary Johnson.

Motion passes 5-0-0

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice # 3780-20 to McKinney Construction, LLC for additional siding needed on the Tobacco Archive Museum located at Northwest Park Barn Renovations project in the amount of \$2,550.00. Seconded by Commissioner Jim Bennett.

Motion passes 5-0-0

**Item #13 Staff Reports** – Whit Przech stated that the next project that PBC will receive is the Pool House at Welch Park and the Goslee Pool. The rebuilding of the Pool Houses, renovating

and redesigning the pool houses and make improvements to the pool. The end of September for the bidding and then bring it to the Town Council for approval. Scheduled for FY21.

Whit stated that he will be on vacation for the next scheduled meeting September 8<sup>th</sup> and that Gary Dowgewicz will fill in for him.

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

**Motion:** Commissioner Rusty Peck moves to accept the PBC meeting minutes dated July 14, 2020. Seconded by Commissioner Jim Bennett.

Motion carries 5 – 0 – 0

**Item #16. Adjournment:** Commissioner Rusty Peck moves to adjourn at 7:50pm. Seconded by Commissioner Jim Bennett.

Respectfully submitted,

Karla Leroux  
Recording Secretary