



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

**December 8, 2020**  
4:00 P.M.  
Windsor Town Hall  
Virtual Meeting



**DRAFT MINUTES**

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

**Absent:** None

**Also Present:** : Whit Przech, Building and Facilities Manager; Gary Dowgiewicz, Assistant Building and Facilities Manager, Freddie Khericha of Kaestle Boos Associates, 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 4:00 pm.

**Item #2. Remarks of the Chairman** – None

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

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

Whit stated that they are still watching the HVAC units to be sure they are working 100% through the months of December and January. If the Units are running at 100%, then a final Invoice from LaRosa Building Group will be paid and in turn close out this project.

Chairman Rick Hazelton commended Freddie Khericha of Kaestle Boos Associates on what a great job they did on this project and he feels that they will continue to do a great job at the Fire & EMS project.

**Motion:** Commissioner Jim Bennett moves to accept the Final Invoice #18009.01-22 dated November 30, 2020 to Kaestle Boos Associates, Inc. professional services rendered at the Windsor Police Station project in the amount of \$3,675.00. Seconded by Commissioner Rusty Peck.

**Motion passes: 5-0-0**

**Motion:** Commissioner Gary Johnson moves to approve payment on Final Invoice #TSMT8222 to Tri-State Materials Testing Lab for Additions & Renovations at the Windsor Police Station project in the amount of \$550.00. Seconded by Commissioner Rusty Peck.

**Motion passes: 5-0-0**

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

Jim Russo gave an update on the ASI Log. The roof drains and floor drains layout were not piped correctly and need to be revised per MCC. The General Contractor completed the steel survey dimensions clarification at this location. The PCO log week ending the 28<sup>th</sup> Jim stated

that there are a few things to change on the Motions of the “Not to Exceed” amounts. PCO #19 to change the custom color of the light fixtures has been taken off the table by the General Contractor.

Jim Russo gave an update on the project, over all. A highlight of the two week look ahead. The site contractor’s concentration has been on the insulation of the new storm line on the new wing. The structural steel is all up. The metal decking for the roof is in progress. The General Contractor is intending to start the underground plumbing and some of the structures at the footing and masonry has started on the outside walls of the building. The inside demo is still ongoing. The underground plumbing is proceeding and just about 100% roughed in. Once the slabs are poured the above ground plumbing will begin. The roofer has been on sight and patching. Also making it water tight for the winter. The Electrical Sub is still commencing with the overhead beams and started branch wiring within the walls.

Chairman Rick Hazelton inquired on the Covid-19 pandemic. Jim stated that they had the some hick-ups with the HVAC Sub, they were out for a week as well as the Electrical crew. As of last Monday all are back on sight, they are being tested daily as per CDC rules, taking the temperatures and wearing face masks. As of now they are all showing negative signs of Covid-19.

Whit stated that Willscot is charging fess not needed to be charged, including Certificate fees, property tax, interest fee, late payment fee as well as processing a paper check fee. He stated that he is working with Willscot to try and rectify these charges, to no avail at this time. Commissioners Lee Alford and Gary Johnson asked if we could go on an electronic payments program and Whit stated that he looking in to it with the Town’s Finance Dept. to do so. He will get back to the Commission on that.

**Motion:** Commissioner Rusty Peck moves to approve payment on Invoice #18009.02-15 dated November 30, 2020 to Kaestle Boos Associates, Inc. for construction administration services at the Fire & EMS Stations Additions and Renovations project in the amount of \$9,825.19. Seconded by Commissioner Lee Alford.

**Motion passes: 5-0-0**

**Motion:** Commissioner Lee Alford moves to approve payment on Application #03 dated November 25, 2020 to PAC Group, LLC for the Windsor Fire & EMS Stations Additions and Renovations project in the amount of \$806,647.65. Seconded by Commissioner Rusty Peck.

**Motion passes: 5-0-0**

**Motion:** Commissioner Rusty Peck moves to revise payment on PCO #20 dated November 4, 2020 to PAC Group, LLC for the Fire & EMS Additions and Renovations project from \$13,020.00 to \$13,020.62. Seconded by Commissioner Jim Bennett.

**Motion passes: 5-0-0**

**Motion:** Commissioner Lee Alford moves to revise payment on PCO #21 dated November 4, 2020 to PAC Group, LLC for metal structural steel for an added training window at the Fire & EMS Additions and Renovations project from \$9,692.13 to \$8,385.13. Seconded by Commissioner Jim Bennett.

**Motion passes: 5-0-0**

**Motion:** Commissioner Rusty Peck moves to approve payment on PCO #22 dated November 13, 2020 to PAC Group, LLC for time and materials on the demo of the existing Antenna Equipment at the Fire & EMS Additions & Renovations project in the amount of \$1,627.03. Seconded by Commissioner Jim Bennett.

**Motion passes: 5-0-0**

**Motion:** Commissioner Lee Alford moves to approve payment on PCO #23 dated November 30, 2020 to Pac Group, LLC for light fixture color change to black in the Apparatus Bays at the Fire & EMS Additions & Renovations project in the amount of \$2,749.99. Seconded by Commissioner Gary Johnson.

**Motion passes: 5-0-0**

**Motion:** Commissioner Jim Bennett moves to approve payment on Invoice #2020-5-5 to J.R. Russo, LLC for professional services rendered for the month of November 27, 2020 at the Fire & EMS Additions and Renovations project in the amount of \$15,333.36. Seconded by Commissioner Rusty Peck.

**Motion passes: 5-0-0**

**Motion:** Commissioner Lee Alford moves to approve payment on Invoice #RI2223575 dated 11/03/20 – 11/30/20 to The Eagle Leasing Company for trailer rental for storage at the Fire & EMS Additions and Renovations project in the amount \$786.00. Seconded by Commissioner Rusty Peck.

**Motion passes: 5-0-0**

**Motion:** Commissioner Gary Johnson moves to approve payment on amended Invoice #8304302 dated November 25, 2020 to Willscot Corporate Operations for trailer office rentals at the Fire & EMS Additions and Renovations project for \$1,367.25 less \$102.52 to the adjusted amount of \$1,264.73. Seconded by Commissioner Lee Alford.

**Motion passes: 5-0-0**

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

Whit stated that Sarazin General Contractors is 95% complete with this project. Just a few touch-ups and they are finished.

**Motion:** Commissioner Rusty Peck moves to approve payment on Application #APPL006 dated November 30, 2020 to Sarazin General Contractors, Inc. for the DPW Building Renovations project in the amount of \$19,487.11. Seconded by Commissioner Jim Bennett.

**Motion passes: 5-0-0**

**Commissioner Gary Johnson and all attendees wished Jim Russo and Freddie Khericha Happy Holidays before their departure. Jim and Freddie wished the same, Happy Holidays to all.**

#### **Item #7. Sage Park Middle School Roof Design Project – 9506**

Whit stated that the Board of Ed. has turned in all of the Documents that the State has requested. They had to be turned in by December 10<sup>th</sup>, 2020. They turned them in the beginning

of last week are waiting on a reply from the State Bureau of School Facilities. Then they would like to invite him in, to review the Document/Drawings. Which is the last step to approve this project. Then the State will assign a project number. As soon as that happens this project will go out for Bid. Whit still hoping this project will go out for Bid in January 2021.

**Item #8 Wilson Fire Station HVAC Design Project – 9517**

Whit stated that the DCD Controls are completed. There are some minor changes in the graphics, he requested to be done. The General Contractor has put the ceiling back up and lighting is in place. He is just about all done except for the final cleanup and he will have him come in late spring and test the AC portion of the system. It's too cold to run it as this time. The Sprinkler Contractor has to come back and replace two (2) Fire Sprinklers that were removed for the Duct Work Contractor. Whit stated that he is hoping to close this project come January 2021.

**Motion:** Commissioner Rusty Peck moves to approve payment on Final Invoice #I17180 dated 11/03/20 to Salamone & Associates, P.C. for Professional Engineering Services rendered through October 31, 2020 at the Wilson Fire Station Replacement HVAC Design project in the amount \$1,000.00. Seconded by Commissioner Lee Alford.

**Motion passes: 5-0-0**

**Motion:** Commissioner Jim Bennett moves to approve payment on Application #4 dated November 30, 2020 to SK Mechanical, Inc. for the Wilson Fire Station Replacement HVAC Design project in the amount of \$32,870.00. Seconded by Commissioner Lee Alford.

**Motion passes: 5-0-0**

**Item #9. Sage Park Middle School Alternative Energy & HVAC Efficiency Upgrade Project – 9519**

Whit stated that the project is all done and designed. He also stated that he sent paperwork from the Board of Ed. to the Commission. They are studies done from Fuss & O'Neill on all their school projects at surrounding schools on ventilation. The Commission confirmed they did receive that paperwork.

**Item #10. North West Park Barn Renovations Project – 9522**

Whit stated that Barn #6, the last Barn to be completed, was in worse shape than anticipated. There was extra time and labor, not anticipated with the Animal Barn. The care of the animals. Originally the thought was to spray paint the barn, but the care takers of the animals suggested not to spray paint due to the aerosol overspray being inhaled by the animals. Tancreti agreed and in turn the barn had to be hand brushed and rolled, which took a little more time and the cost of materials increased. The original bid was to re-align the doors, but the damage on the doors was so severe with wood rot and the hardware was beyond repair, that they all needed to be replaced. The sill around the whole building was rotted. The siding (4 – 6 feet up the building) was rotted which needed to be replaced as well. To prevent future rotting, Tancreti Construction, LLC installed rain gutters.

The animals were the #1 priority concern on this project for Barn #6. A lot of coordination between the contractor and the animal caretakers. They had to work together to move the

animals safely about the park, while the work was being done. This is the reason for the additional Invoices.

**Motion:** Commissioner Lee Alford moves to approve payment request on revised PO #20313-00 dated October 15, 2020 to Tancreti Construction, LLC for additional Hand Painting of Barn #6 at the Northwest Park Barn Renovations project from the balance of original P.O. to an increased amount of \$15,809.91. Seconded by Commissioner Rusty Peck.

**Motion passes: 5-0-0**

**Motion:** Commissioner Gary Johnson moves to approve payment on revised PO #20313-00 dated October 15, 2020 to Tancreti Construction, LLC for material in the replacement of the sill on Barn #6 at the Northwest Park Barn Renovations project in the adjusted amount of \$4,550.40. Seconded by Commissioner Jim Bennett

**Motion passes: 5-0-0**

**Motion:** Commissioner Gary Johnson moves to approve payment request on revised PO #20313-00 dated November 18, 2020 as a change order to Tancreti Construction, LLC for hand painting verses spray painting Barn #6 at the Northwest Park Barn Renovations in the amount of \$9,700.00. Seconded by Commissioner Lee Alford.

**Motion passes: 5-0-0**

**Motion:** Commissioner Gary Johnson moves to approve payment request on revised PO #20313-00 dated November 18, 2020 as a change order to Tancreti Construction, LLC to replace 6 doors and fix 4 doors including hardware on Barn #6 at the Northwest Park Barn Renovation project in the amount of \$9,684.60. Seconded by Commissioner Jim Bennett.

**Motion passes: 5-0-0**

**Motion:** Commissioner Lee Alford moves to approve payment request on revised PO #20313-00 dated November 18, 2020 as a change order to Tancreti Construction, LLC to replace door sills up to 6 feet, additional siding lumber up to 6 feet and labor on Barn #6 at the Northwest Park Barn Renovations project in the amount of \$13,184.60. Seconded by Commissioner Gary Johnson.

**Motion passes: 5-0-0**

#### **Item #11. Aquatic Facilities Improvements Design –**

Whit stated that he sent the Commission books of the 5 Companies who bid on this project. Suggests that the Commissioner take their time, look them over and at the next meeting make a decision as who to award this project to. May want to call some of these Companies for interviewing.

Chairman Rick Hazelton suggest we have Zoom interviewing due to the Covid-19 pandemic.

Whit stated that the intention to start on this project is for the fall, September 2021 and finish in May 2022, as not to interrupt the pool season. Depending on the pandemic.

**Motion:** Commissioner Gary Johnson moves to approve to schedule Zoom interviewing with the following candidates: TLB Architecture, Weston & Sampson and CHA for further refinement on the Aquatic Facilities Improvements Design project to be discussed at the next meeting dated January 12, 2021. Seconded by Commissioner Rusty Peck.

**Motion passes: 5-0-0**

**Item #12 Staff Reports –**

Whit stated he received the proposal from a Contractor that is approved by Eversource on replacing the boilers at the LP Wilson School. The company is Air Tech Mechanical Services. Along with replacing the pumps, piping in that room as well as remove the asbestos and reinsulate everything. Eversource has accepted the project. The proposal was submitted to Eversource back in September 2020 and received approval on Monday. The total cost of the project is \$988,000.00 with a rebate from Eversource in the amount of \$627,000.00. Which is a very good deal for the Town.

Whit stated that there is another proposal for the High School to replace all the roof top units. There is 26 units with 640 tons of cooling. This project cost is about 1.9 million with an incentive of about 500,000.00 which would bring this cost down to 1.4 million for the Town. It is also an existing project in the CIP at about 2.5 to 3 million. Which will help the Town out as well. The existing units are out dated and the refrigerant is no longer made and is very expensive to repair for the Board of Ed. with their annual maintenance costs. This will also help the Town out. Whit stated he should find out about the proposal being accepted in the middle of January 2021.

Gary Dowgiewicz gave a brief update for LED lighting conversions in Town Buildings. He contacted two different firms which the Town has used in the past at the Town Hall and other school buildings. For the remainder of our larger buildings including our Firehouses, Community Center, Milo Peck Center, and our two Public Works facilities. He received proposals for all 8 buildings. The total project cost is \$149,836.00 to retro fit all the buildings. Which result in a savings of roughly \$40,500.00 in electrical costs. The savings is based on usage at each facility per year. There has also been interest in retro fittings for LED lighting at Welch Park, that light up the baseball and softball fields.

**Item #13. Motions & Minutes of Preceding Meeting(s):**

**Motion:** Commissioner Lee Alford moves to accept the meeting minutes for November 10, 2020. Seconded by Commissioner Jim Bennett.

**Motion passes: 5-0-0**

Chairman Rick Hazelton before the adjournment he wanted to thank us all for our attendance over the last 8 months during the Covid-19 pandemic. He wished us all a Happy Holiday and will see us all at the next meeting January 12, 2021. We all wished Chairman Hazelton a Happy Holiday as well.

**Item #14. Adjournment:** Commissioner Rusty Peck moves to adjourn at  
Seconded by Commissioner Jim Bennett. Adjournment is at 5:25 p.m.

Respectfully submitted,

Karla Leroux  
Recording Secretary