



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

May 10, 2022 at 6:30 PM

TOWN HALL – Rose Room

Third Floor - 275 Broad Street.

Hybrid Meeting – Via Zoom and In-person

APPROVED MEETING MINUTES

Public Building Commission Members Present: Chairman Rick Hazelton, Deputy Chairman Gary Johnson, Commissioners Lee Alford, Jim Bennett, Rusty Peck, Alternates George Bolduc, George Roebelen.

Also Present: Whit Przech - Building & Facilities Manager, Gary Dowgiewicz - Facilities Maintenance Manager, Jennifer Bretas – Public Building Commission Recording Secretary, Paul Goldberg - Windsor Fire Department Administrator, 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 6:30pm.

Item #2. Remarks of the Chairman – Chairman Rick Hazelton has none. All voting members are present.

Item #3. Public Communications – There are none.

Item #4. Fire & EMS Additions & Renovations Design Project – 9912

Motion: Commissioner Rusty Peck moves to approve payment on Invoice #18009.07-4, dated April 29, 2022, to Kaestle Boos Associates, Inc. for Additional Construction Administration Services rendered through the month of April at the Fire & EMS Stations Additions & Renovations Project for the last payment in the amount of \$1,000.00. Seconded by Commissioner Jim Bennett.

Motion passes: 5-0-0

What is left from Kaestle Boos is that they want to see the final lien waiver package, there may be some other final AAA documents to approve which are part of that final payment.

There is a letter from the PAC Group in the meeting book explaining the process and time line of what is going to be done to repair the floor in the Apparatus Bay. This should be completed by the end of May, if all goes as planned. Whit is going to talk with the PAC Group about why in the drawings is it not a straight line across the Bay, like as agreed upon and that is how the PBC wants it done.

Motion: Commissioner Jim Bennett moves to approve payment on Invoice #2020-5-22, dated 4/29/2022 to J.R. Russo, LLC for Professional Services rendered through the month of April at the Fire & EMS Stations Additions & Renovations project in the amount of \$1,815.00. Seconded by Commissioner Rusty Peck.

Motion passes: 5-0-0

There is still some additional work to be completed by Jim Russo that will have to be done to close out this project, due to all the delays. He still has that final retainage payment, which represents the final payment, so he has to make sure every

subcontractor has signed the final lien waiver and he has to make sure the PAC Group follows the specifications that are in their contract. Jim's team has also rejected PAC Group's warranty booklet three times now and they are still waiting for the final submission of that document.

Motion: Commissioner Gary Johnson moves to approve the Additional Fee Proposal for \$4,356.00 from JR Russo, LLC for Professional Services in the construction phase and the close out phase of the Fire & EMS Stations Additions & Renovations Project due to the contractor's delays in completing the job. Seconded by Commissioner Rusty Peck.

Motion passes: 5-0-0

The question was posed that shouldn't the PAC Group be responsible for the additional construction fees due to consequential damages and that we should bill them for having the PBC spend extra money to have our representative there overseeing PAC Group fixing their mistakes. Whit is going to look into seeking reimbursement. Lee Alford asked Jim Russo if he could separate, on his itemized billing, what he feels is the corrective versus the normal closeout so if the PBC dose have to pursue any legal matters, the documentation will be in order.

Item #5. Sage Park Middle School HVAC Efficiency Upgrades Project – 9519/9542

Motion: Commissioner Rusty Peck moves to approve payment on Invoice #117542, dated 5/3/2022, Job # 821 3699.01, to Salamone & Associates, P.C. Consulting Engineers for Professional Services rendered through the month of April at the Sage Park Middle School Phase II HVAC Renovation Project in the amount of \$2,280.00. Seconded by Commissioner Jim Bennett.

Motion passes: 5-0-0

Whit updates the PBC that on May 24th there will be a pre-construction meeting held for Phase II with Sav-Mor Cooling, the Sage Park Middle School staff and the Architect will be reviewing the project and plan out a schedule with the Custodian and school staff on how they can proceed with getting a head-start on some control wiring, electrical and second shift work by the end of this month, prior to the mini splits arriving.

Motion: Commissioner Rusty Peck moves to approve payment on Application #010, dated 4/19/2022, Invoice #01870, Project #21267, to Action Air Systems Inc. for work on the Sage Park Middle School HVAC Efficiency Upgrades Project in the amount of \$46,472.70. This is the last retainage payment. Seconded by Commissioner Lee Alford.

Motion passes: 5-0-0

There is a balance of \$94,754.09 to be returned to Council from this project.

Motion: Commissioner Gary Johnson moves to approve payment on Application #001, Invoice #13761, and dated 4/25/2022 to Sav-Mor Cooling & Heating, Inc. for work on the Sage Park Middle School HVAC Efficiency Upgrades Project, Phase II in the amount of \$29,450.00. Seconded by Commissioner Rusty Peck.

Motion passes: 5-0-0

This payment is mostly for the building permit and their bonding fees.

There is a Proposal from Fuss & O'Neill to run the Haz Mat Remediation Project. This is for air sampling, material sampling and testing and create the documents for the State.

Motion: Commissioner Rusty Peck moves to accept the Proposal submitted by Fuss & O'Neill for the Supplemental Hazardous Building Materials Consulting Services for the

Sage Park Middle School HVAC Efficiency Upgrades Project, Phase II in the amount of \$22,355.00, not to exceed cost. Seconded by Jim Bennett.

Motion passes: 5-0-0

Motion: Commissioner Rusty Peck moves to accept the Proposal submitted by J.R. Russo, LLC Construction Managers / Contract Administrators for the provided Limited Owners Project Managers Services of \$30,000.00 and Project Closeout Services of \$1,000.00 for the grand total amount of \$31,000.00 for a 5 month Construction Phase at the Sage Park Middle School HVAC Efficiency Upgrades Project. Seconded by Commissioner Jim Bennett.

Motion passes: 5-0-0

Item #6. Aquatic Facilities Improvements Design – 9536

No updates to report.

Item #7. Milo Peck School HVAC Replacement Project – 9538

Town staff have asked and received a Proposal from Salamone & Associates on cost estimating benefit lifecycle analysis and the project redesign to an alternative energy type heating for that building based off of the benefit analysis of the existing design vs a new 100% non-fossil fuel alternative design. Salamone will team up with Breakaway Energy Services, LLC for their expertise with this type of analysis. There is a timeline of 90 days upon receiving approval. This has not been approved by the Town Council yet. This Proposal will be tabled until the Town Council meeting vote, after that the PBC will discuss and vote on it.

Item #8. Clover Street Elementary School Roof Replacement Design – 9549

The Architects, Hibbard and Rosa, are working on the construction designs...nothing new to report.

This Project is not scheduled until 2024.

Item #9. 330 Windsor Ave. Community Center HVAC Improvements Design – 9550

There is a signed contract in place with Construction Company, Action Air and they have started sending in their submittals for the equipment, with a lead time of 14 to 16 weeks for the rooftop units. They may start some prep work while waiting for the delivery of the units.

Item #10. LP Wilson Community Center HVAC Improvements Design – 9551

The Mechanical Engineer Architects, Silver Patrucelli, are still working on the drawings. They are about 40% complete. He will be in to discuss and review the drawings at the first meeting in June.

Item #11. Clover Street School Restrooms Improvements Design – 9552

There was a meeting at the school with the Architectural firm of Russell Dawson and the Board of Ed staff to go over the preliminary construction drawings for the restrooms in the pods. The drawing for the boys and girls main bathrooms in the hallway near the Cafeteria have been completed. Hopefully the drawings will all be finished by July.

Item #12. LP Wilson Community Center BOE Restroom Improvements Design – 9553

The design drawings were reviewed by the BOE staff who suggested a few tweaks and changes...they want to add an additional toilet in the women's restroom to give them

more capacity and relocate the bathroom changing tables and a couple of other suggestions. Whit hopes to have Russell Dawson at a meeting in June.

Item #13. LP Wilson Social Services Project – 9545

The bids have been received for this project. There were three bids from three contractors to discuss and make a decision on.

Motion: Commissioner Jim Bennett moves to accept the bid from Frank Zaino & Associates in the amount of \$394,819.00 for the LP Wilson Community Center Social Services Renovations Project, subject to vetting. Seconded by Commissioner Lee Alford.

Motion passes: 5-0-0

Motion: Commissioner Gary Johnson moves to accept the Quote #24222, dated 4/25/2022, submitted by Three-Way Communications for the installation of new fob readers at two of the doors for the LP Wilson Community Center Social Services Renovations Project in the amount of \$5,296.77. Seconded by Commissioner Rusty Peck.

Motion passes: 5-0-0

This company is use exclusively by the Town of Windsor to do all the electronic door fob readers in town.

Part of the scope of this project is to replace the floor in the Senior Center Fitness Room and we are purchasing the material to avoid a contractor's markup.

Motion: Commissioner Rusty Peck moves to accept the Senior Center Fitness Room Replacement Floor Proposal from Monarch Interiors, LLC for material and freight in the amount of \$25,561.00 for the LP Wilson Social Services Project. Seconded by Commissioner Jim Bennett.

Motion passes: 5-0-0

Frank Zaino will be providing the labor to put the carpet squares in.

Motion: Commissioner Jim Bennett moves to accept the Replacement Floor Proposal #1 from Monarch Interiors, LLC for material in the amount of \$8,890.00 for carpeting for offices and the break room at the LP Wilson Social Services Project. Seconded by Commissioner Rusty Peck.

Motion passes: 5-0-0

Motion: Commissioner Rusty Peck moves to accept the Replacement Floor Proposal #2 from Monarch Interiors, LLC for material in the amount of \$1,890.00 for carpeting the Senior Lounge at the LP Wilson Social Services Project. Seconded by Commissioner Gary Johnson.

Motion passes: 5-0-0

Frank Zaino and Associates expect this job to take 8 maybe 9 week to complete, pending on any delays in receiving materials.

Item #14. O'Brien Field House Evaluations, Engineering, Design - Proposal Fees

About four weeks ago there was a RFQ for design services at the O'Brien Field House and copies of the Archectial Proposal books collected were distributed to the PBC Board for their perusal. In the RFQ, each candidate was asked for their qualification and a fee proposal. There was a discussion on these and that the PBC would also need them to include the additional energy concern.

Motion: Commissioner Gary Johnson moves to accept Request for Qualifications & Proposal from the two lowest bids, Kaestle Boos Associates, Inc. at \$25,000.00 and CWA at \$16,800.00 to come in and interview with the PBC Board for the O'Brien Field House Evaluations, Engineering and Design Project. Seconded by Commissioner Lee Alford.

Motion passes: 5-0-0

Item #15. Staff Reports – Chaffee House Small Roof fire today...the masons were working on rebuilding the center chimney this morning. They climbed down off roof to have lunch. While eating lunch they noticed smoke coming off roof. They climbed up and dumped water to douse the flames. A small area maybe 14 inches in diameter was burning, mostly the cedar shingles but three small holes did burn through decking. Fire marshal's office believe it was started by reflection of sunlight maybe through the mason's level? The masons were installing bricks and not doing any demo or anything with grinding wheel or chiseling. No real known cause for the very small fire. Fire department was dispatched to inspect and ensure that there was no chance of fire restarting.

There is also an electrician working in the Chaffee House as well replacing the electrical service and bringing everything up to code. The roofer is expected to start shingling this week.

Adding a couple of automatic doors at LP Wilson in the men's room, down behind the gymnasium.

The Town Manager approved funding for the electronic door up-grades for some of the Town Buildings, Town Hall being one of them. We are replacing the older electronic door fob key pad system for a new one.

Lastly, the Town Manager approved funds to convert the Freight House and the Train Station to LED lighting.

Soap detergent was put in the fountain and suds it all up!

Item #16. Minutes of Preceding Meeting(s):

Motion: Commissioner Rusty Peck moves to approve the Minutes from the 04/26/22 Meeting. Seconded by Commissioner Jim Bennett.

Motion passes: 5-0-0

Item #17. Adjournment:

Motion: Commissioner Rusty Peck moves to adjourn at 7:35pm. Seconded by Commissioner Lee Alford.

Motion passes: 5-0-0

Respectfully submitted,

Jennifer Bretas
Public Building Commission Recording Secretary