



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

July 12, 2022 at 6:30 PM

TOWN HALL – Ludlow Room - 275 Broad Street.

Hybrid Meeting – Via Zoom and In-person

APPROVED MEETING MINUTES

Public Building Commission Members Present: Chairman Rick Hazelton, Commissioners Lee Alford, Rusty Peck, Alternates George Bolduc and George Roebelen.

Public Building Commission Members Absent: Deputy Chairman Gary Johnson and Commissioner Jim Bennett.

Also Present: Peter Souza – Town Manager, Whit Przech – Building and Facilities Manager, Gary Dowgiewicz – Facilities Maintenance Manager, Jennifer Bretas – Public Building Commission Recording Secretary, Paul Norris – Department of Recreation, Paul Goldberg - Windsor Fire Department Administrator, Jim Russo of J.R. Russo LLC - Clerk of the Works, Tom Hibbard of Hibbard & Rosa Architects.

Item #1. Call to Order

Chairman Rick Hazelton called the meeting to order at 6:29pm.

Item #2. Remarks of the Chairman

Gary Johnson and Jim Bennett are not present for this evening's meeting.

There are three Commissioners and two Alternates present. Alternates George Bolduc and George Roebelen will be voting members for this evening's meeting.

Item #3. Public Communications

There are none.

Item #4. Clover Street Elementary School Roof Replacement Design – 9549

Tom Hibbard of Hibbard & Rosa was in attendance for this evening's meeting to give a presentation and go through the Architectural Drawings thus far. The plans are about 90% complete, just a few more details to do. This project is not scheduled in the CIP until fiscal year 24.

Item #5. Aquatic Facilities Improvements Design – 9536

Mr. Norris was at this evening's meeting to discuss the drawings and the bid specs from Weston & Sampson, who were supposed to be at the meeting, but didn't make it.

The PBC moved to continue the meeting and if/when Weston & Sampson arrive the PBC will circle back to them...They never showed up...

Item #6. Fire & EMS Additions & Renovations Design Project – 9912

Motion: Commissioner Lee Alford moves to approve payment on Invoice #2020-5-24, dated 6/30/22 to J.R. Russo, LLC for Professional Consulting Services rendered through the month of June 2022 at the Fire & EMS Stations Additions & Renovations Project in the amount of \$1,391.50. Seconded by Rusty Peck.

Motion passes: 5-0-0

There is nothing new to report. Jim Russo is still working on obtaining the updated warranty booklet, it's still not 100% done and he is still waiting on some of the partial lien waivers that reflect the 2.5% retainage that will not be release until full completion. The construction phase of the job is done, just needs completion of the paperwork for the closeout.

The PAC Group had to remobilize so they sent, what looks to be, an estimate on travel, food and lodging expenses. The PBC are still waiting on receipts with the actual numbers and documentation before paying this bill. This invoice was processed by accident, without the requested receipt with the actual numbers, so the PBC have decided that this payment will come out of the withheld retainage until the required documentation has been acquired.

Item #7. O'Brien Field House Evaluations, Engineering, Design

Nothing new to report, other than the Chairman did sign the contracts, so the contracts are in place. The Athletic Director and Kaestle Boos Associates still have to meet and discuss the purpose of the building, what it will be used for and how.

Item #8. Clover Street School Restrooms Improvements Design – 9552

There was a meeting today with Russell & Dawson and the BOE Staff at LP Wilson to look over, discuss and approve the final drawing for both Restroom Improvement Projects. The Clover Street Principal and Assistant Principal did request some changes for the bathroom design in the pods, they would rather just see two bathrooms in there, one large unisex restroom for staff and students as well as just another bathroom for students. Both Restroom projects from Russell Dawson will be presented to the PBC for review and approval at a future meeting.

Item #9. LP Wilson Community Center BOE Restroom Improvements Design – 9553

Motion: Voting Alternate George Roebelen moves to except the Proposal from Russell & Dawson Inc. for Professional Services, on additional designs for two small Bathrooms on the BOE side of the building at the LP Wilson Community Center BOE Restroom Improvements Design in the amount of \$3,500.00, dated 07/01/2022, File #21132.01. Seconded by Commissioner Rusty Peck.

Motion passes: 5-0-0

Commissioner Lee Alford has a few questions and concern about the disclaimers in the contract from Russell & Dawson for the additional work to be done, asking if there are always so many disclaimers and legalese in their contracts, to which Whit answered that they are built in and standard language in their contracts, but if there are concerns he will send it off to the Town's Attorney for perusal...it's better to be safe, than sorry.

Item #10. Sage Park Middle School HVAC Efficiency Upgrades Project – 9519/9542

Jim Russo gave an update on this project. The asbestos tile and two storage rooms were abated last Saturday. The general contractor is moving forward with running the refrigerant lines, power the control wiring to locations of proposed classroom equipment. Everything is read or almost ready for equipment to be installed, when it arrives in, hopefully, 4-6 weeks.

Whit had a brief conversation with the Architect, Joe Salamone, about starting cleaning up drawings for Phase III, which is in the CIP for next summer because of the budget and supply chain issues. The new construction drawing will be for the boiler room, pneumatic equipment changed out to electronic, exhaust fans on the roof and the unit wall ventilators are all going to be part of Phase III.

Motion: Commissioner Lee Alford moves to approve the Proposal letter, dated 06/21/2022, in the amount of \$23,300.00 for Additional Professional Engineering Services from Salamone & Associates for the Sage Park Middle School Phase III HVAC Renovations. Seconded by Voting Alternate George Roebelen.

Motion passes: 5-0-0

Motion: Commissioner Rusty Peck moves to accept the Proposal from Haz-Pros Inc. Environmental & Construction Contractors, dated 06/30/2022, under the prevailing wages overtime pricing of \$5,530.00 for Asbestos Abatement Services at the Sage Park Middle School HVAC Renovations. Seconded by Voting Alternate George Roebelen.

Motion passes: 5-0-0

Motion: Commissioner Rusty Peck moves to approve payment on Application #2, dated 06/30/22 to J.R. Russo, LLC Construction Managers/Contract Administrators for the provided Limited Owners Project Managers Services in the amount of \$4,188.00 for the month of May on the Construction Phase at the Sage Park Middle School HVAC Efficiency Upgrades Project. Seconded by Commissioner Lee Alford.

Motion passes: 5-0-0

Motion: Commissioner Rusty Peck moves to approve payment on Invoice #117573, dated 7/6/2022, Job # 821 3699.01, to Salamone & Associates, P.C. Consulting Engineers for Professional Services rendered through 7/3/2022 at the Sage Park Middle School Phase II HVAC Renovation Project in the amount of \$2,280.00. Seconded by Voting Alternate George Roebelen.

Motion passes: 5-0-0

There is a Change Order Proposal from Sav-mor Cooling Heating, Inc. that will be tabled until next meeting because Jim Russo noticed the paperwork was filled out incorrectly and needs to be fixed.

Item #11. Milo Peck School HVAC Replacement Project – 9538

The draft report for the cost benefit analysis from Salamone & Associates on their new design, alternative energy, 100% electric energy, no natural gas, vs. their original design which is in place already should be completed and ready for discussion, hopefully by the next PBC Meeting in August.

The system will still have the water chillers, but instead of two chillers there will be four 50 ton chillers and these are supposed to produce heat, 140 degree water down to 1 degree Fahrenheit.

Motion: Commissioner Lee Alford moves to approve payment on Invoice #117583, Job #821 3682.03, dated 7/7/2022, in the amount of \$11,077.50 to Salamone & Associates, P.C. for Professional Services rendered on the Energy Evaluation including Non-fossil Fuel Alternatives at the Milo Peck School HVAC Replacement Project. Seconded by Commissioner Rusty Peck.

Motion passes: 5-0-0

Item #12. 330 Windsor Ave. Community Center HVAC Improvements Design – 9550

The Contractor, Action Air will be on site in the gymnasium later this week to do some final measurements for the duct work and some other jobs.

Whit produced an itemized bill for materials to be used by Nathan LeDuc on work to be performed at the 330 Windsor Ave Community Center HVAC Improvements that was approved on at the last meeting.

Item #13. LP Wilson Community Center HVAC Improvements Design – 9551

Last week the General Contractor, Zaino & Associates went in and did the demolition in the old nurse's office area to get it ready for the abatement contractor, Haz-Pros, to go in and abate the floor tiles in that room, which they have. Then next week Zaino & Associates will start renovating that room. Once finished, the Senior Lounge will be relocated there, then down below all the work can start on the old Senior Lounge which is going to be the new space for Social Services.

Motion: Commissioner Lee Alford moves to approve Application #1, Invoice #22-7-1886, Owner's Project # PU-22-00456, dated 7/6/2022, from Frank Zaino & Associates Inc. for work performed at the LP Wilson Community Center HVAC Improvements Design with an Architects signature from Gill & Gill Architects LLC, dated 7/8/22, in the amount of \$11,252.34. Seconded by Commissioner Rusty Peck.

Motion passes: 5-0-0

Item #14. LP Wilson Social Services Project – 9545

Motion: Commissioner Rusty Peck moves to accept the Proposed Budget of \$18,500.00 submitted by McKinney Construction, Quote #1925-22, dated 06/10/2022 for the removal of existing flooring and installing new flooring and base supplied by the Town of Windsor at the LP Wilson Social Service Project. Seconded by Commissioner Lee Alford.

Motion passes: 5-0-0

Item #15. Staff Reports

The work at the Chaffee House Roof Project is progressing on the main house. The contractor has completed the two smaller additions on that house and now he is working on the main house and hopefully in two weeks this job will be complete.

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

Motion: Commissioner Rusty Peck moves to approve the Minutes from the 06/28/22. Seconded by Voting Alternate George Roebelen.

Motion passes: 3-0-2

Item #17. Adjournment:

Motion: Commissioner Rusty Peck moves to adjourn at 7:29pm. Seconded by Voting Alternate George Bolduc.

Motion passes: 5-0-0

Respectfully submitted,

Jennifer Bretas
Public Building Commission Recording Secretary