



**TOWN OF WINDSOR, CONNECTICUT**  
**PUBLIC BUILDING COMMISSION**  
January 23, 2024 at 6:30PM  
Hybrid Meeting – Via Zoom and In-person  
**Town Hall – Ludlow Room**  
**APPROVED MEETING MINUTES**

**Public Building Commission Members Present:** Chairman Rick Hazelton, Deputy Gary Johnson, Commissioners Jim Bennett, Commissioner Lee Alford.

**Public Building Commission Member(s) Absent:** Commissioner Rusty Peck & Alternate George Bolduc.

**Also Present:** Peter Souza – Town Manager, Marco Aglieco – Building and Facilities Manager, Gary Dowgiewicz – Facilities Maintenance Manager, Jim Russo - J.R. Russo LLC, Carlos Rosario – Windsor Board of Education, Janette Carrillo – Public Building Commission Recording Secretary

**Call to Order**

Chairman Rick Hazelton called the meeting to order at 6:30pm.

**Remarks of the Chairman**

None.

**Public Communications**

None.

**Item #1 - Oliver Ellsworth School Humidity Mitigation Design – 9574 CIP FY2024**

Dave Madigan came in from vanZelm Heywood & Shadford, Inc. to give an update on the design and respond to the questions and concerns to the public regarding the envelope of the building. The negative pressure and the faults of the existing equipment or the non-functionality of the existing equipment. Dave Madigan spoke about addressing the clauses of the moisture problem at Oliver Ellsworth School. He also talk about the status and where do we go from here step by step. He also mention that some of the information might be a little repetitive. No one from the public attended the meeting.

**Motion:** Commissioner Jim Bennett moves to approve Invoice#2312422 from Gale Associates, Inc. dated 1/10/24 for Oliver Ellsworth Humidity Mitigation in the amount of \$6,880.00. Seconded by Commissioner Lee Alford.

**Passes: 4-0-0**

**Item #2 - Sage Park Middle School Slab Moisture Mitigation Design – 9567 CIP FY2023**

Sent out an email to the Commission to show we have done some excavation to try find the footing drains we thought it might be out there. What we've discover there is no footing drains on the 3 areas that we excavated. The areas we excavated were around the gym they didn't have footing drains, but the other surprising thing there was no moisture. I was dealing with DPW for digging and engineering to help me evaluate the footing drains. At this point they advise to come back in the spring. We need to find the source of the water. Marco recommended to go back to Hoffman and let them know what we found. Commissioner Jim Bennett ask question, what's the current condition side to the school right now. Carlos Rosario mention water came up through the tiles through the summer break. When Carlos see the water problem maybe that's a good time to come out and dig. Marco suggested to back to Hoffman at this point and tell them what we found, see if they have other options they recommend with the findings and bring it back with the evaluation.

**Item #3 - Sage Park Middle School HVAC Repl & Additions Design Ph. 2&3 – 9519 CIP FY2022**

They designing new report there.

**Item# 4 - Sage Park MS HVAC Repl & Additions Phase 2&3 Combined Const-9542 CIP FY2023**

We did the punch list for phase 2 and phase 3. The general contractor has those lists and they are in the process of making all the corrections. For Sage Park Phase 2 we are closing out that job, also for the rest of this month in next (2) weeks we establish a substantial completion date for both phase 2 and 3.

**Item# 5 – Sage Park MS HVAC Repl & Additions Phase 3 Construction – 9542 CIP FY2023**

Action air has 2 change orders which were approved. They asked whether they could built for retainage and do the change orders accordingly so it would not hold up the retainers. Marco Aglieco advise to go ahead and bill for retainage.

**Item#6 – LP Wilson Community Center HVAC Improvements Design Ph. 2– 9551 CIP FY2023**

We are waiting for specifications and to get the ad from the engineer. Then it will go out for bid within the next two weeks.

**Item#7 - LP Wilson HVAC Replacements & Additions Ph. 1 Construction – 9551 CIP FY2023**

Per Jim Russo, they are still working on site second shift. They still a lot of loose ends to finish up and right now we are going for fire alarm and inspection in February 19<sup>th</sup> with Fire Marshall and Building Dept. My understanding is the units have not been started yet, so we are hoping to get that done within 3 to 4 weeks. The asbestos which we encounter in December has been completed.

**Motion:** Commissioner Jim Bennett moves to approve Approval for Payment#8 from Action Air Systems, Inc. dated 12/1/23 – 12/31/23 for LP Wilson Community Center in the amount of \$346,988.45. Seconded by Deputy Chairman Gary Johnson.

**Passes: 4-0-0**

**Motion:** Commissioner Lee Alford moves to approve Invoice# 0257487 from Fuss & O'Neill, Inc., dated 2/17/24 for Asbestos Ceiling Tile Removal Oversight – LP Community Center in the amount of \$3,200.00. Seconded by Commissioner Jim Bennett.

**Passes: 4-0-0**

**Item#8 – JFK School Gym HVAC Phase 3 Construction – 1932 CIP FY2023**

Per Marco Aglieco, I spoke to the engineer and they want to come out next week to do the inspections and close out the documents. We received all the close documents from Action Air regarding those units. There is one more document that is needed and then automatic logic is still finishing up their work and then we close out.

**Item# 10 – Aquatic Facilities Improvements Goslee & Welch Design– 9536 CIP FY2022**

We completed the punch list for Goslee and included in your packages final invoice for final complete to the general contractor. Welch Pool is well underway and engineers working diligently to get those approved.

**Item# 11 – Goslee Pool Houses Renovations Construction – 9564 CIP FY2022**

**Motion:** Deputy Chairman Gary Johnson moves to approve Approved for Payment#7 from Connecticut Carpentry Corp., dated 11/30/23 for Windsor Goslee Pool House Reno in the amount of \$87,708.80. Seconded by Commissioner Jim Bennett.

**Passes: 4-0-0**

**Item# 12 – Welch Pool Renovations Construction – 1938 CIP FY 2024**

The general contractors remove all the concrete slabs and set to put the ug plumbing. General contractor pulled back this change order and decided to just go for plans and specs and do the cast iron, Millennium Builders PCO#:1 (-\$16,434.00) is no longer for discussion. This change order has been voided.

**Motion:** Commissioner Jim Bennett moves to accept quote dated January 17, 2024 for the Asbestos Abatement at the Welch Pool construction site from Haz-Pros Inc. in the amount of \$8,650.00. Seconded by Commissioner Lee Alford.

**Passes: 4-0-0**

**Item#13 – Clover Street School Restrooms Improvements Design – 9552 CIP FY2024**

Engineers were supposed to be coming out this week or next week to look at some additional tunnels at the school, so they can finish their design. They are trying to get out to bid soon.

**Item#14 – LP Wilson BOE Restroom Improvements Design – 9553 CIP FY2025**

There is nothing new to report.

**Item# 15 – 330 Windsor Ave Gym HVAC Design – 9550 CIP FY2022**

There is nothing new to report.

**Item# 16 – 330 Windsor Ave Gym HVAC Construction – 9550 CIP FY2022**

Jim Design HC construction that is with Action Air. They provided the close up documents and automatic logic is about 80% complete.

**Item# 17 – Sage Park School – Roof Replacement Phase Design – 9541 CIP FY2024**

Still waiting on the State approval.

**Item# 18 – Poquonock Elementary School Roof Design – 9558 CIP FY2025**

There is nothing new to report.

**Item# 19 – Clover Street School Roof Design – 9549 CIP FY2022**

There is nothing new to report.

**Item# 20 – Milo Peck School HVAC Replacement Design – 9538 CIP FY2021**

There is nothing new to report

**Item# 21 – Minutes of Preceding Meeting(s)**

**Motion:** Chairman Rick Hazelton moves to approve the Motions & Minutes from the 1/9/24 Meeting. Seconded by all (4) members, Chairman Rick Hazelton, Deputy Chairman Gary Johnson, Commissioners Jim Bennett and Lee Alford.

**Passes: 4-0-0**

**Staff Reports:**

None.

**Adjournment:**

**Motion:** Commissioner Jim Bennett moves to adjourn meeting at 7:45 pm accept Seconded by Chairman Rick Hazelton.

**Passes: 4-0-0**

Respectfully submitted,  
Janette Carrillo  
Public Building Commission Recording Secretary