



TOWN OF WINDSOR, CONNECTICUT
PUBLIC BUILDING COMMISSION
October 8, 2024 at 6:30PM
Hybrid Meeting – Via Zoom and In-person
Town Hall – Rose Rm, 3rd Floor

DRAFT MEETING MINUTES

Public Building Commission Members Present: Chair Rick Hazelton, Deputy Chair Gary Johnson, Commissioner Jim Bennett, Commissioner Lee Alford via Zoom, Commissioner Rusty Peck, Alternate George Bolduc

Public Building Commission Member(s) Absent: Alternate Mark Purdue

Also Present: Marco Aglieco – Building and Facilities Manager, Jim Russo – J.R. Russo LLC via Zoom, Carlos Rosario – BOE, Greg Rose – R&S Group via Zoom, Julie Wilson – Recording Secretary

Call to Order

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

Remarks of the Chair

None at this time.

Public Communications

None at this time.

Item #4 - Wilson Fire Station Roof Replacement -9585 CIP FY2025

Per Marco Aglieco, Facilities Manager, the project went out to bid and 5 bids were received. A total of 3 alternates were requested. The bids pricing varied greatly. Young Developers, LLC came in at a reasonable price and a scope review meeting was transpired. Greg Rose, R&S Group and Project Manager, gave an overview of the project scope. He stated that it is mostly a shingle job and all the shingles will be torn off down to the wood decking. Underlayment, architectural shingles, ridge vents and gutters will be part of the project. Due to a complaint of ice build up over the garage doors, a heating coil will be put on both sides of the garage up to 24 inches zig-zagging across the entire eave. Addition of a gutter and damp-proofing should end the water leaking issues. Instead of being replaced, the wood fascia will just be sealed, primed, and painted. Deputy Chair Gary Johnson wanted to note that heating coils use a lot of energy and are costly to run. He thought that the core issue of ventilation would solve the ice build-up issues. Marco Aglieco, Facilities Manager, noted that they can be regulated by a temperature via a sensor and can be manually overridden as well. It was established the coils would not interfere with potential solar use. Commissioner Rusty Peck agreed with Deputy Chair Gary Johnson and agreed that other options should be explored, especially since the project is under budget. Greg Rose said in light of this concern about the coils in the pre-construction meeting other options will be discussed. Commissioner Lee Alford noted that the architect at Wilson was used at Poquonock as

well which had moisture issues. Commissioner Lee Alford also confirmed that the shingles lasted an expected amount life span.

Motion: Commissioner Rusty Peck moved to accept Bid Proposal from Young Developers, LLC. dated 10/2/24 for Wilson Fire Station Roof Replacement in the amount of \$93,700.00. Seconded by Commissioner Jim Bennett.

Passes: 5-0-0

Motion: Commissioner Rusty Peck moved to accept Proposal for Consultation from R&S Group, dated 10/3/24 for Wilson Fire Station Roof Replacement in the amount of \$10,000.00. Seconded by Commissioner Jim Bennett.

Passes: 5-0-0

Item #5 – Oliver Ellsworth School Humidity Mitigation Design – 9574 CIP FY2024

Per Jim Russo, Project Manager – at today’s job meeting it was noted that things are going well and is 97% complete. The punch list is scheduled for October 16, 2024. Tied own change order is pending. The new units are working well, it was noted it might be too cool, but that will be addressed. The work should be complete by the end of November. Per Marco Aglieco when they walked the roof there are some ducts that are difficult to get over and steps might be added to maintain the integrity of the ductwork.

Motion: Commissioner Jim Bennett moved to approve Application #6 from J.R. Russo, LLC. dated 9/30/24 for Oliver Ellsworth Humidity Mitigation in the amount of \$4,320.00. Seconded by Commissioner Lee Alford.

Passes: 5-0-0

Item #6 – Sage Park Roof Replacement Phase 2 Design – 9541 CIP FY2024

Per Tom Hibbard, of Hibbard & Rosa this project is mostly complete. The punch list just needs completion and the final closeout of paperwork. The windows are installed and screens for skylights are complete. Marco Aglieco, Facilities Manager, noted the project went smoothly overall.

Motion: Commissioner Lee Alford moved to accept Application #4 from Silktown Roofing dated 9/30/24 for Sage Park School Roof Replacement Phase 2 in the amount of \$43,472.00. Seconded by Commissioner Rusty Peck.

Passes: 5-0-0

Item #7 Sage Park Middle School HVAC Ph. 2&3 – 9542 CIP FY2023

Per Jim Russo, Project Manager payments are paid in full. The punch lists are complete and approved. Marco Agelico stated the auditorium unit is still an issue, but he hasn’t had time to address it yet.

Item #8 LP Wilson HVAC Improvements Phase 1 - 9551 CIP FY2023

Per Jim Russo, Project Manager the only item left to complete is the automatic temperature control. Phase 2 can't begin until Phase 1 is complete. Marco Aglieco, Facilities Manager, says it is difficult to diagnose these issues as they are temperature dependent, it is being actively worked on.

Item #9 – LP Wilson HVAC Improvements Phase 2 – 9551 CIP FY2023

Per Jim Russo, Project Manager – per the job meeting on 10/8/24 with the general contractor the Board of Education office work should be done by 10/26/24. The project is ahead of schedule. The Carry equipment technicians will be on site this week to work on issues. By the month's end the project should be almost complete.

Motion: Commissioner Rusty Peck moved to accept Application #14 from J.R. Russo, LLC for LP Wilson HVAC Improvements Phase 2 dated 9/30/24 for \$3,307.50
Seconded by Commissioner Jim Bennett.

Passes: 5-0-0

Item #10 JFK School Gym HVAC 3 Construction – 1932 CIP FY2023

According to Jim Russo, Project Manager, a punch list was established on May 1, 2024 and at the October 1, 2024 re-inspection one third of the punch list remains incomplete. He is pressing Action Air to finish the project and are holding 5% retainage until the job is done.

Item #11 Aquatic Facilities Improvements Goslee & Welch Design– 9536 CIP FY2022

Nothing new to report.

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

Per Jim Russo, Project Manager – the punch list is only 50% done that began in July, as pool was open until September. A bill approaching \$5000 for miscellaneous electrical work in the mechanical room was submitted on 10/8/24 even though they could have informed him anytime since the punch list was created. It is established that this was an oversight by the architect in the original design. This was difficult to anticipate the extent of the need in light of the IT requirements in the initial design. No partial liens have been received either for the past 2 payments and no payments will be processed until they catch up on this requirement. Marco Aglieco, Facilities Manager, noted that though they thought the pump noise had been fixed, it seems more work will be required going forward, but no payment will be required for this follow-up. Discussion between Commissioner Lee Alford and Marco Aglieco about why the invoice is lacking specifics of the materials used for the work.

Motion: Commissioner Jim Bennett moved to accept Invoice #15962 from CT Custom Aquatics LLC., for Welch Pool Renovations Construction dated 9/30/24 for \$450.00.
Seconded by Commissioner Lee Alford.

Passes: 5-0-0

Motion: Commissioner Rusty Peck moved to accept Invoice #3226 from Nathan's Electrical LLC., dated 8/30/24 for Welch Pool Renovations Construction for \$2,805.00. Seconded by Deputy Chair Gary Johnson.

Passes: 5-0-0

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

Per Jim Russo, Project Manager – The punch list was developed the last week of August, prior to school starting up. Minor re-inspection is pending. At month's end the job should be complete. According to Marco Aglieco, Facilities Manager, during construction a timing issue existed so it was done on the back end. Carlos Rosario, Physical Plant Manager-BOE, gained the quote from New England Door Closer, Inc. for the magic switch. This quote includes prevailing wage, according to Marco Aglieco, however there are sufficient funds to remain well under budget. Commissioner Lee Alford abstained from the vote since he did not have the paperwork, and Alternate George Bolduc, voted instead.

Motion: Alternate George Bolduc moved to accept Quote #4702 from New England Door Closer, Inc. dated 10/7/24 for Clover Street School Restrooms ADA Improvements Phase 1 in the amount of \$26,635.00. Seconded by Commissioner Rusty Peck.

Passes: 5-0-0

Motion: Commissioner Rusty Peck moved to accept Estimate #45 from Broad Brook Electric, LLC. dated 10/6/24 for Clover Street School Restrooms ADA Improvements Phase 1 in the amount of \$7,000.00. Seconded by Alternate George Bolduc.

Passes: 5-0-0

Motion: Deputy Chair Gary Johnson moved to accept Application #6 from J.R. Russo, LLC. dated 9/30/24 for Clover Street School Restrooms ADA Improvements Phase 1 in the amount of \$933.75. Seconded by Commissioner Jim Bennett.

Passes: 5-0-0

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

Per Marco Aglieco, Facilities Manager, the site was walked today along with Carlos Rosario, Physical Plant Manager-BOE, along with the Russell & Dawson engineer to go over last-minute details. Some design errors were discovered, so the drawings will be revised. It will go up for bid soon.

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

Per Marco Aglieco, Facilities Manager, it was discovered that Automated Logic needs to add some electrical wiring to that wasn't in the original design. Discussion occurred over the purpose of the meters- which could be used for billing or monitoring and trending purposes.

Motion: Commissioner Lee Alford moved to accept Estimate #135 from Birchwood Electrical, LLC., dated 9/11/24 for 300 Windsor Avenue Gym HVAC in the amount of \$3,500.00. Seconded by Deputy Chair Gary Johnson-.

Passes: 5-0-0

Motion: Commissioner Rusty Peck moved to accept Application #5 from Automated Logic, LLC., dated 6/7/24 for 300 Windsor Avenue Gym HVAC in the amount of \$17,875.67. Seconded by Commissioner Jim Bennett.

Passes: 5-0-0

Item #16 – Poguonock Elementary School Roof Design – 9558 CIP FY2025

Per Marco Aglieco, Facilities Manager, the design is moving forward, however, until the grant application is approved this cannot go out to bid. Motion to move forward were accepted on 10/7/24 by the Town Council.

Item #17 – Clover Street School Roof Design – 9549 CIP FY2022

There is nothing new to report.

Item #18– Milo Peck School HVAC Replacement Design – 9538 CIP FY2021

Per Marco Aglieco, Facilities Manager—Nothing new to report.

Item #18 – Minutes of Preceding Meeting

Commissioner Rusty Peck ran the vote on the preceding Meeting's Minutes since Chair Rick Hazelton and Deputy Chair Gary Johnson were not present.

Motion: Commissioner Jim Bennett moved to accept draft Minutes of Preceding Meeting on 9/24/24. Seconded by Commissioner Lee Alford.

Passes: 4-0-0

Item # 19 - Staff Reports:

- Clover Street School Field Improvements – 9551 – There is nothing new to report.
- Wilson Gateway Park – 9582 – There is nothing new to report.

Item #20 Adjournment:

Motion: Commissioner Rusty Peck moved to adjourn the meeting at 7:43 PM. Seconded by Deputy Chair Gary Johnson.

Passes: 5-0-0

Respectfully submitted,
Julie Wilson
Public Building Commission Recording Secretary