

Minutes of the Suffield Permanent Building Commission

Meeting Thursday, January 28, 2016

PBC Members Present

Joe Sangiovanni, Chairman
Cathie Ellithorpe, member
Bill Gozzo, member

Absent: Glenn Neilson, Kevin Goff

Also Present

John Cloonan, DPW Director; Julie Oakes, Facilities
Jackie Hemond, Library; Freddie Khericha, KBA
Ted Flanders, Building Official; Karen Berasi,
Superintendent; Mike Thibideau, Fire Marshal
Lester Smith, Resident; Benjamin Monroe, KBA
Heather Van Deusen, resident; Jack Muska, Consultant

Call to order: The meeting was called to order at 7:00 p.m.

Public Comment: Mr. Smith thanked the PBC for getting the hanging wires on the retaining walls fixed.

Correspondence: None

Chairman Sangiovanni introduced Ms. Van Deusen who is considering a position on the PBC. The current openings on the commission are for one full member and two alternate members.

Security Upgrades at Schools

Chairman Sangiovanni explained that the purpose of tonight's meeting is to complete at least a 90% review of the construction documents. Mr. Flanders and Mr. Thibideau are in attendance to assist in that process. The review of construction documents will take place in executive session to safeguard the security details. At 7:05 p.m. Mr. Gozzo made a motion to go into executive session. Ms. Ellithorpe seconded, all in favor.

After coming out of executive session, Mr. Muska gave a preliminary outline of the security project schedule. The basic contract between Kaestle Boos Associates (KBA) and the town is being worked on by the town attorney. Mr. Khericha stated that Kaestle Boos Associates (KBA) has already requested the prevailing wage rates which will save ten days off the schedule.

There will be a town meeting to approve funding on February 10th if voted on at the next Board of Selectman meeting. Ms. Holmes said the Board of Finance has already approved the expenditure. The plan is to issue the RFP to the four contractors suggested by KBA and to advertise in the JI. Mr. Cloonan stated it should also be put on the DAS website to get it certified.

Initial time estimates for the project had it going into the first week of July. Chairman Sangiovanni asked what the definition of completion is. The money has to be authorized and spent by June 30th. The schedule needs to be tightened up to meet this deadline. There needs to be language in the RFP to say that the work has to be completed and the requisitions have to be submitted at least 2 weeks before June 30th.

Ms. Ellithorpe asked if we could move the bid date up before the town meeting. It was determined that the RFP could be issued on Wednesday, February 3rd. Mr. Flanders will get the plans on Monday February 1st to review. Ms. Ellithorpe suggested the lead time for installation could be reduced from 30 to 10 days. Ordering of materials could be delayed, usually hardware takes longer. Chairman Sangiovanni told Mr. Muska to put the date for submission of final requisition of payment on the schedule. Mr. Muska will talk with Attorney Alfano to reduce the contract development phase from 30 to 15 days. The substantial completion date will be June 15th and June 30th is the final payment.

Mr. Plano said the state is looking at this as 4 separate projects. Could there be different contracts for each building in case one does not get completed? Mr. Khericha recommended against this but suggested the contractors could break down the schedule of values for each school. Chairman Sangiovanni clarified that there will be one contract, 4 schedules of values, and 4 requisitions for the 4 schools.

Mr. Plano will provide a schedule of dates that the contractor can work in the schools. Mr. Khericha recommended not putting a fixed schedule into the RFP, but to let the contractor develop their own. The schedule that was developed tonight will just for our internal review.

Mr. Cloonan informed Mr. Khericha that some changes have been made to the AIA contract. It will be sent over with the revisions. Ms. Berasi asked for everyone to be included on any emails. Mr. Cloonan reminded the group that there needs to be background checks on all workers. He will ask the Police Department as to how to go about getting statewide and federal checks, not just local ones. The bid opening will be on February 24th and the PBC will meet on Feb 25th.

Other Projects

The most recent airborne PCB test failed at Kent Memorial Library. It was slightly over the 200 ppm threshold. Mr. Sangiovanni analyzed the HVAC balancing report and noticed there was no outside air used. Discussion ensued about demand control ventilation and CO₂ sensors. The sensors automatically adjust to the number of people in the building. The EPA does not specify what conditions to use regarding ventilation for the building alone or for its occupants. Ms. Oakes will compare the latest balancing report with the areas that failed the air test for analysis.

Mr. Flanders talked about excessive movement in the railings which needs to be addressed. The granite sills failed the wipe test on the south side of the building. They were cleaned again and re-encapsulated, but the product keeps bubbling up possibly because of the cold. The outside entrance sign has been moved per the donor and the holes will be patched. Discussion of the spiral staircase took place. The Chairman made a suggestion to cover the hole with a glass plate to keep the structure as a historical artifact.

Motions

Ms. Ellithorpe made a motion to accept **PCO P1-038 Revised**, in the amount of \$16,301.00 to Enterprise Builders to replace the floor grills at KML. Mr. Gozzo seconded, all in favor. Motion passed unanimously.

Mr. Gozzo made a motion to accept **PCO P1-042** credit for (\$-37,685.00) to Enterprise Builders for project 473 on exterior masonry at KML. Ms. Ellithorpe seconded, all in favor. Motion passed unanimously.

Ms. Ellithorpe made a motion to accept **PCO P1-040** for \$24,055.00 to Enterprise Builders for remote HVAC controls at KML. Mr. Gozzo seconded, all in favor. Motion passed unanimously.

Adjourn There was a motion made and seconded to adjourn at 9:56 p.m.

Next Meeting Date The next meeting of the PBC will be held on February 11th

Submitted by
Linda Zaffetti