

## Minutes of the Suffield Permanent Building Commission

Meeting Thursday, February 11, 2016

### PBC Members Present

Joe Sangiovanni, Chairman  
Cathie Ellithorpe, member  
Glenn Neilson, member  
Kevin Goff, member  
Absent: Bill Gozzo, member

### Also Present

John Cloonan, DPW Director;  
Julie Oakes, Facilities  
Jackie Hemond, Library;  
Lester Smith, Resident  
Jack Muska, Consultant  
Bill Hoff, School Finance; Karen Berasi, Superintendent

**Call to order:** The meeting was called to order at 7:08 p.m. The commission had a walking tour of the library prior to tonight's meeting.

**Public Comment:** Mr. Smith asked for an explanation of the testing for airborne PCB's at the Library.

**Approval of Minutes:** Mr. Neilson made a motion to approve the minutes of January 21<sup>st</sup>. Mr. Goff seconded, motion passed. Ms. Ellithorpe made a motion to approve the minutes of January 28<sup>th</sup> with a spelling change. Mr. Goff seconded, motion passed.

### Kent Memorial Library Project

Chairman Sangiovanni gave an update on the PCB abatement. The wipe test at the southeast window sill did not pass. The contractor, Hazpros is having trouble getting the sealer to cure due to the cold. They will regrind it and another sample will be taken. Mr. McNaboe will find out if Hazpros used solvent extraction in their process. The testing for airborne PCB's failed in 4 locations by only a small margin. They are slightly over the 200 ppm limit. The Chairman stated that we need a plan to operate the mechanical ventilation system during the next testing event because the registers are unbalanced. The HVAC contractor and the engineers are meeting next Tuesday to discuss the air balancing issues.

Mr. McNaboe presented some pending change orders. There was additional abatement and lighting work and the aluminum rail was removed. The general conditions change order will be discussed with the president of Enterprise to negotiate the amount. The remote access for the HVAC system, miscellaneous carpentry, and more security cameras were discussed.

### Motions

Mr. Neilson made a motion to approve Enterprise **PCO P1-040** for the remote access of the library HVAC system in the amount of \$24,055. Ms. Ellithorpe seconded, motion passed unanimously.

Mr. Goff made a motion to approve Enterprise **PCO P1-049** for miscellaneous carpentry items in the amount of \$3,075 for the KML project. Ms. Ellithorpe seconded, motion passed unanimously.

Mr. Goff made a motion to approve Enterprise **PCO P1-050** for added door louvers at the pre-action system in the amount of \$715 at KML. Mr. Neilson seconded, motion passed unanimously.

Ms. Ellithorpe made a motion to approve Enterprise **PCO P1-051** for additional drops for security cameras at KML in the amount of \$6,578. Mr. Goff seconded, motion passed unanimously.

Mr. Goff made a motion to approve Enterprise **PCO P2-054** to move the outside lettering to the other side of the entrance door to be on a plain wall as requested by the donor in the amount of \$1,118. Ms. Ellithorpe seconded, motion passed unanimously.

Mr. Neilson made a motion to approve Enterprise **PCO P2-055** for the interior construction plaque in the amount of \$4,679. Mr. Goff seconded, motion passed unanimously.

There was a discussion about Enterprise **PCO P2-057** where the railing was removed from the window area as requested by the Library Foundation. They will be responsible for the cost of that change which is \$416.

Substantial completion forms were submitted by the architects. We will need a letter from Enterprise Builders.

The PBC went on a walkthrough of the Library this evening and some issues were noted. The area under the stairs is not secure with just the bench. There needs to be a cane guard installed with a return to the wall. Mr. McNaboe will contact Mr. Tommasini for code compliance. Chairman Sangiovanni noted that the circular metal staircase needs to be enclosed or sealed off. He asked Ms. Hemond if anyone would object if it was removed. Ms. Hemond said the library commission generally doesn't want to remove anything original to the building. She will talk with the commission members. The Chairman stated that it would be best if it was removed completely. The second choice is to remove the top and seal it off somehow, possibly with Plexiglas on the floor. The building official will not issue a certificate of occupancy without addressing it.

Ms. Hemond asked about the auditorium. Chairman Sangiovanni explained that one seat from each row needs to be removed for egress. Mr. Ireland is being consulted to work up the plan. Seven seats will be lost in total.

### **Security Upgrades at Schools**

Mr. Muska gave an update on the mandatory pre-bid walkthrough. From comments he received, it looks like the schedule will work to finish by the end of June. There were 7 contractors who attended the walkthrough. There were also a couple of vendors in attendance. Most of the contractors were known to the PBC members and some have done work previously for the Town. The bids are due at 10 a.m. on February 24. The next PBC meeting is February 25<sup>th</sup>, so a decision can be made at that time. According to code consultant Mr. Laux, some work can be done during the day. There will be specific wording put into an addendum that will allow for it. The heaviest work will take place during April vacation, especially at the high school where they will be cutting into the office.

Mr. Hoff spoke in favor of daytime work. The contractor will need to specify the work to be done. Chairman Sangiovanni wants a monitor to guide traffic through the area. The last payment application has to be in before June 16<sup>th</sup> to allow time for payment by June 30<sup>th</sup>.

### **Other Projects**

Ms. Ellithorpe will ask Mr. Gene Torone if he could give the PBC a lesson on the CM at Risk model.

Mr. Cloonan and Ms. Oakes met with Szewczak Associates regarding the structural assessment at Town Hall. Ms. Oakes will be in touch with environmental consultant, ATC, the week of February 22<sup>nd</sup> going room to room at the Town Hall with an inventory of what needs to be done. It will take place late afternoon so as not to disrupt anyone. They will recommend where they need to sample. Ms. Oakes explained that the State wants to be involved with the architect. Also, any work in the town vault needs to have the town clerk present. The state can take some records off our hands, but they will take them permanently, we can't get them back. The departments are working on having some old, unnecessary paperwork destroyed.

For the Bridge Street School project, it was clarified that we can borrow against the bond to begin preliminary work. Chairman Sangiovanni will talk with the First Selectman about the timing of the bonding. The Bridge Street School committee has asked about whether the chimneys on the back of the building will be removed. The consensus of the PBC was that they should come down.

### **Invoices**

Ms. Ellithorpe made a motion to pay invoice #621333 from **Rackliffe** in the amount of \$1,810.00 for work at Kent Memorial Library. Mr. Neilson seconded, all in favor. Motion to pay approved unanimously.

Mr. Goff made a motion to pay invoice #205 from **230 Mountain Road, LLC** in the amount of \$4,730.00 for rent from Jan-July for swing space for the Town Hall project. Mr. Neilson seconded, all in favor. Motion to pay approved unanimously.

Ms. Ellithorpe made a motion to pay invoice #1994 from **Szewczak Associates** in the amount of \$525.00 for structural special inspections at KML. Mr. Neilson seconded, all in favor. Motion to pay approved unanimously.

Mr. Neilson made a motion to pay application #12 on project 474 to **Enterprise Builders** in the amount of \$27,860.00 for ongoing work at the Kent Memorial Library. Ms. Ellithorpe seconded, all in favor. Motion to pay approved unanimously.

Mr. Neilson made a motion to pay application #12 on project 473 to **Enterprise Builders** in the amount of \$72,369.00 for ongoing work at the Kent Memorial Library. Mr. Goff seconded, all in favor. Motion to pay approved unanimously.

A decision was made to reduce the retainage for **Enterprise Builders** to 2%. Mr. Neilson will contact Mr. McNaboe to discuss.

The invoices for **Silver Petrucelli** were tabled. Mr. Ireland needs to come to the next PBC meeting to discuss the billing.

The invoices for **TRC** were tabled. A representative needs to come to the next PBC meeting to discuss the billing. Both vendors will be asked to come to the March 3<sup>rd</sup> PBC meeting.

**Adjourn** There was a motion made and seconded to adjourn at 8:40 p.m.

**Next Meeting Date** The next meeting of the PBC will be held on February 25th

Submitted by  
Linda Zaffetti