

Minutes of the Suffield Permanent Building Commission
Special Meeting Thursday August 25, 2016

PBC Members Present:

Joe Sangiovanni, Chairman
Kevin Goff, member
Heather Van Deusen, member
Bill Gozzo, member
Marty Page, alternate

Absent:

Brian Baril, alternate
Cathie Ellithorpe, member
Glen Neilson, Vice Chairman

Also present:

Melissa Mack, First Selectman
John Cloonan, Public Works Director
Jack Muska, Contractor
Tim Eagles, EDM

Call to order: The meeting was called to order at 7:01 p.m.

Public Comment: None

Public Correspondence: None

Minutes: Mr. Goff made a **motion** to approve the minutes of August 18, 2016 with changes. Comments made by Mr. Sgorbati and Mr. McNaboe were added to reflect their statements not to charge the town for additional balancing work required at the library. Ms. Van Deusen seconded, all in favor, motion approved unanimously.

A **motion** was made to give voting rights to Mr. Page in the absence of Ms. Ellithorpe.

Town Hall Space Needs Study

Mr. Muska spoke about the history of the space needs project and the work that was done by EDM 10 years ago. The current study focuses on the town hall to come up with a plan to get all departments into one building. The exception is Parks & Rec and Youth Services who will go to Bridge Street School. The goal of the study is to see what kind of addition would be needed.

Mr. Tim Eagles from EDM spoke about the current needs and how it's changed in the last 10 years. He met with all department heads and the first selectman several times. They have updated the narrative and utilized a professional cost estimator to come up with a construction price. Discussions were held as to what space is needed and who needs to be adjacent to whom. EDM presented their bubble diagrams rough plans. The plans were discussed floor by floor in contrast to the existing layout and with the proposed addition. The new egress plans were discussed. The IT Dept will stay on the upper level where it currently resides. Most of the foot traffic will be on the ground and main floors. There will be more conference rooms and meeting space in the new plan. The public meeting room currently can hold 43 people, the new plan will allow for 73 people. The large size of the proposed IT area was discussed. The attic space cannot be used for storage.

The collaborative nature of the land use departments makes the close proximity of offices manageable for noise levels. On the plan, the boiler room has been put in a corner. Some existing utilities will be relocated to that area. Discussion took place about the type of heating unit and cooling tower to use relative to the amount of space it will take up. There is a tradeoff between the boiler room size and department storage areas. There is additional parking available in the area near the fire museum. Storage space was a big concern among the departments. The goal is to digitize records to reduce physical storage space needs. The technology committee is beginning the process to find a company to scan records. We are subject to state library requirements as to what can be destroyed.

Mr. Eagles explained that DG Jones is a firm out of Boston whose specialty is cost estimating. They took EDM's narrative and sketches and developed construction costs. The costs listed are for construction only; no design fees are included in the numbers. The construction only estimate is \$6,144,417.00 not including architect fees and abatement costs. A digital 3d rendering will be developed to show the addition. The Town Hall

addition cost is \$340/per square feet. A larger size addition was discussed and there was talk about moving the new staircase to give the land use suite more room. EDM will explore various options.

Kent Memorial Library:

Ms. Oakes oversaw the duct cleaning this week. The owner of the company came out with a dry-vac and cleaned the vents. In the southwest corner he removed some concrete. He filmed the vents with a color camera which showed rust. He noticed that as he was swiping the hose back and forth, concrete was crumbling in the vents creating more debris. He found a copper pipe and a glass bottle in another vent. He needed to get a reducer to make the hose smaller than 2 inches to get inside some vents. They were not able to get into the main trunk line.

Mr. Sgorbati and Mr. Flanders are going to meet to discuss a mod. We are waiting for Mr. McNaboe to set a date for the air flow adjustment. They will block off some diffusers to force flow in different areas. Eventually more permanent diverters will need to be devised to get a fixed balance system. After that is complete, the pilot test can be done. Fuss & O'Neill will seal off rooms and do PCB testing in different areas on the ceiling. Mr. May gave an estimate of 2 months maximum, and then we will need to talk with EPA about the next step.

When it is known what the exact remediation plan is and we have a cost estimate, then First Selectman Mack will apply for an emergency urban act grant to pay for it. Chairman Sangiovanni stated that EPA will not tell us what we need to do. We have to present a plan and they will tell us if it's acceptable. This region is the most conservative in the country and has the strictest limits for airborne pcs at 200 Nano grams per cubic meter. Their own document on PCB guidance for schools allows for 500 Nano grams but they are holding us to the higher standard.

The contingency budget is at \$1,495.35

Town Hall and Bridge Street School Project

Gilbane Construction was selected to provide the conceptual estimate for both projects. On the 8th of September, they will come in to discuss the project and get more information from the PBC. They will submit the final quote on Wednesday September 21st to be reviewed at the PBC meeting on the 22nd. The Chairman would like them to attend the PBC meeting on the 22nd and the tri-board meeting on Monday the 26th. Having construction cost estimates done by a contractor results in more accurate numbers than by using an architect's estimate. This method worked well for the senior center project.

The CM at risk RFP is currently being developed. It will be discussed at the next PBC meeting.

Invoices:

A motion was made to table the invoice from Silver Petrucelli until more specific information is obtained regarding documentation of tasks and dates performed.

Other Business: There was a meeting with all library employees. They will be moving to the senior center temporarily to free up the swing space for the town hall project. The reasons for the move were discussed.

Adjourn: There was a motion made and seconded to adjourn at 8:41 p.m.

Next Meeting Date: The next meeting of the PBC was set for September 8 at 7 p.m.

Submitted by Linda Zaffetti
Executive Assistant DPW

***These minutes are not official until accepted at a subsequent PBC meeting.**