

**Minutes of the Suffield Permanent Building Commission**  
Regular Meeting Thursday September 22, 2016

**PBC Members Present:**

Joe Sangiovanni, Chairman  
Glen Neilson, Vice Chairman  
Kevin Goff, member  
Bill Gozzo, member  
Cathie Ellithorpe, member  
Marty Page, alternate  
Brian Baril, alternate

**Also present:**

Julie Oakes, Facilities Manager  
Eric Cushman, Gilbane Construction  
Ted Flanders, Building Official

**Absent:**

John Cloonan, Public Works Director

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

**Public Comment:** None

**Public Correspondence:** None

**Minutes:** Mr. Neilson made a motion to approve the minutes of September 22, 2016 with one **change** to show that Ms. Ellithorpe was in attendance at that meeting. Mr. Goff seconded, all in favor, motion approved.

**Kent Memorial Library Project**

- Ms. Oakes gave an update on the progress of the balance corrections to increase flow. Main Enterprises blocked off some areas with sheet metal where there were gaps in the registers. Main Enterprises, the balancer and Mr. Sgorbati were all there and it went smoothly. Mr. Sgorbati said they made progress in adjusting air flows to more closely approach design values. One area that could not be changed was in the southwest corner, upper level. It was immune to any adjustments and there is probably some form of obstruction restricting flow. The existing system will not lead to any further improvements in overall performance.
- The final report will be finished in 7-10 days and then Mr. Sgorbati will submit a mod to the state in coordination with Mr. Flanders. The quote does include permanent replacement of the baffles. Mr. Flanders will need the latest final balancing report. He also stated that we might need a modification from the fire code as well.

**Bridge Street School Project**

- Mr. Cushman from Gilbane Construction went over the cost estimates for town hall and bridge street school. His estimate has both the renovation and addition costs listed separately. The total estimate is just under \$10 million. The trade costs are the hard costs and the soft costs are architects and consultants. He included 20% contingencies and CM expenses. The estimate was lower in hard costs but higher in soft costs than the original estimate. The environmental estimate was very conceptual; it did not include extensive environmental testing. The abatement cost of \$300k was used as a conservative number from the estimates received.
- Mr. Cushman explained that there is a lot of give and take during the process when the architect comes on board. The HVAC system used in the estimate was an air-cooled, rooftop unit. If ductwork can be reused, there will be some savings. An addition to the building to house the mechanical room was discussed, but was not included in this estimate. A fire pump was included as part of a sprinkler system if needed. If special historical windows are required, it could drive costs up. Technology and security was added as a core system only with no equipment. Wiremold will be needed for the walls. The entrance canopy will not be kept in the plan. The gym construction was block and brick, EPDM roof with steel truss bar joists and wood floor in the gym. Mr. Neilson asked if any type of screening was included over the roof top unit. Mr. Cushman answered no, but it could be hidden somehow with either a gabled or flat roof.

## Town Hall Project

- Mr. Cushman presented his conceptual estimates for the Town Hall project. The estimate came in at \$8.8 million. They are quite a bit more than the original estimate because the town hall addition has grown from 1,260 to 5,800 square feet. The change in scope was to try and get all the town offices into one building. Another cost that could be compared was the site work. The new estimate included milling and paving, parking and drainage. Gilbane's hard cost estimate was higher on the mechanical and fire protection systems and did not include any money for escalation. There were no furniture, fixtures equipment or hazmat costs in the Silver estimate. The original addition was for the town clerk vault only and was estimated to cost \$6.9 million. The addition is expensive at over \$500 per square foot.
- It seems that the programming for this project is being forced and the Town is trying to shoehorn everything into a small addition. When edm studied the needs of the Land Use Offices 10 years ago, they proposed building a separate annex building that was 7,000 square feet. The current 5,800 sq.ft. proposed addition includes Land Use plus the new vault. The intent is to get rid of the old annex building. Ms. Oakes read comments from the First Selectman. She has certain goals for the building. The vault has to be part of the project and there is a storage issue and a lack of meeting space in town. She wants to move the land use into the same building for oversight and collaboration with other departments. Chairman Sangiovanni's interpretation is that this plan needs to be rethought. He will meet with the First Selectman before the Tri-board meeting. There was discussion about putting the town clerk on the ground level since it would be cheaper to build and easier for residents to get to from the parking lot.
- Ms. Ellithorpe stated that if we need x amount of square feet, then the cost won't change that much. She questioned if the addition was big enough for all departments to go there. The IT space was agreed to be too large, that will be addressed. It seems crowded and it is not useful space with a long corridor for egress. Mr. Flanders said we will save \$60,000 per year if the Land Use offices move. There was discussion on the layout of the building and if it's the right solution.
- The Chairman stated that just because we've gone this far, doesn't mean we have to keep going forward. If we continue with the larger addition, we will need to go back to the town for more money. The town hall has to be renovated with a new hvac system and a new vault addition. We also need to fix the structural problems with the server on the second level, and a legal egress needs to be added to the second floor. The bond has not started yet, so it could be rejected and a new plan could be made. The original plan was one story with a basement.
- The Chairman's recommendation would be to redo the whole plan. It would take 34 years to pay off the savings of \$60k per year rent at 230c. He asked if this is the right solution. Mr. Goff says the renovation is, but not the addition. Mr. Neilson summarized that with the library costs still unknown and estimated to be as high as \$750,000 would the townspeople approve another \$4 million in appropriations? Chairman Sangiovanni said we could stick with the original \$5.1 million bond and add town money to it, or start all over again. We should just go with the bonding that was approved and add on the bigger vault and leave the Land Use at 230c. The larger addition will make the Town Hall over 11,000 square feet which will trigger the installation of a sprinkler system.
- Planning for the tri-board meeting took place. Mr. Cushman will make his presentation. He will research how much it would cost to do the original renovation with just the vault and maybe reverse the staircase to address the egress problem. The clerk, assessor and tax offices must be adjacent to each other.
- We will work backwards from the \$5.1 million bond number and see what we can get for that amount. The same philosophy can be used for Bridge Street School as well. The goal is to keep as many features as possible. The BSS committee members have done a lot of preliminary work for additional fundraising. They are confident that they can raise additional money and have formed a 501C organization for their fundraising efforts.

**Invoices:** None

**Adjourn:** There was a motion made and seconded to adjourn at 9:12 p.m.

**Next Meeting Date:** The next meeting of the PBC was set for October 6 at 7 p.m.

Submitted by Linda Zaffetti

Executive Assistant DPW

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