

Minutes of the Suffield Permanent Building Commission

Regular Meeting Thursday October 6, 2016

PBC Members Present:

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

Also present:

Julie Oakes, Facilities Manager
Melissa Mack, First Selectman
Brendan Miggins, EDM

Absent:

John Cloonan, Public Works Director
Heather Van Deusen, member
Glen Neilson, Vice Chairman

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

Chairman Sangiovanni made a **motion** to approve the voting rights for Mr. Page and Mr. Baril in the absence of Mr. Neilson and Ms. Van Deusen. Mr. Goff seconded, all in favor. Motion passed.

Public Comment: Resident Beth Chafetz noted that after the triboard meeting things looked promising for Bridge Street School. She hopes that the abatement portion of the project can now move forward.

Public Correspondence: None

- **Minutes:** Ms. Ellithorpe made a **motion to amend** the minutes of September 22 to strike the following sentences: *"A fire pump was included as part of a sprinkler system if needed"* because the Gilbane estimate for the Bridge Street School did not include a fire pump. Also strike, *"The entrance canopy will not be kept in the plan"* because this was not decided upon yet. A wording change was made to the following sentence: *"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"* to *"There was discussion about putting the town clerk on the ground level since it may be less expensive to build and easier for residents to get to from the parking lot."* Mr. Gozzo seconded, all in favor. Motion approved.

Kent Memorial Library Project

- Chairman Sangiovanni gave an update on the balancing work. The work to blank off select registers did not change the individual flow numbers. The overall total flow numbers do meet the design requirements. It seems logical that a mod will be allowed. Mr. Sgorbati from Silver Petrucelli submitted a mod to the town's building official. Mr. Flanders approved the mod and then forwarded it on to the state building official.
- Ms. Oakes explained that the pilot test is on hold until the state approves the mod to the hvac system. Ms. Oakes will forward Mr. May's detailed proposal of what specific tests he is planning to the PBC members. Some new furniture is currently being stored in the lobby of the new addition. It is protected in boxes and covered with plastic. The installation of an isolation wall between the new and old sections was discussed. The HVAC system is working well now during these colder temperatures.
- The First Selectman has been in discussion with several agencies as well as Senator Murphy's office to see if there is any federal or state money that can help with the environmental costs.

Bridge Street School Project

- Chairman Sangiovanni gave a brief summary of the recent triboard meeting. Gilbane's latest construction and renovation estimate came in at \$9.9 million which is higher than the \$8.4 million bond amount that was approved at the town meeting. The First Selectman will verify with the bond counsel to see if another town meeting or referendum is needed to address the bond amount. There may be areas where costs can be saved from the plans.

The PBC is ready to go ahead with putting out RFPs for an architect and a CM just for Bridge St. School. There will be two separate contracts for the architect and the CM. Ms. Ellithorpe explained that we are taking the cost estimating out of the architect's scope of work and giving it to the CM. The two will be hired separately and will work together as a team to come up with one number. It makes for good feedback during the design process. They have to come up with a project that will fit into our budget. There will be a guaranteed maximum price. There could be a split savings clause written into the contract that money left over could come back to the town.

- Mr. Baril detailed the entire CM at Risk process starting with the narrative scope document to schematic design (SD) to design development (DD). There are many changes that occur between SD and DD back and forth until 100% (DD) is achieved. Then the final Construction Documents (CD) are prepared.
- Ms. Ellithorpe and Ms. Oakes will work on writing up the RFP for the architect for just the Bridge Street School project. The question of who is responsible for the land surveying needs to be answered. A previous survey may have already been done. Any previous plans from Silver Petrucelli and/or estimates can be made available to the bidders. The design has to have the conduits put in but then we will have independent experts install the security, IT phones, fiber etc. The Technology Committee could help out with this. Ms. Oakes and Ms. Ellithorpe will try to finalize the RFP by the next meeting on October 20th.
- The previous bids for abatement will need to be rejected because they were for Town Hall, Bridge Street School and Ffyer combined as one bid. After discussion, it was decided that we will need to rebid the projects separately.

Town Hall Project

- Brendan Miggins from EDM was in attendance to receive feedback on the conceptual design presented. Chairman Sangiovanni discussed the need for an all-inclusive town hall that has better space organization for egress. The consensus at the triboard meeting was to rethink the town hall plan. The latest renovation and addition cost estimate of \$8.8 million from Gilbane was higher than the \$5.4 million approved at the town meeting. The First Selectman wants to address getting more meeting space at the Town Hall, a bigger vault, a smaller IT room and all departments in one location. This is critical for better customer service.
- The original scope of work approved by the town was only to renovate the hvac and electrical systems, restore the front steps, and put a small addition on west side for the clerk's vault. It did include some design work for safe egress but did not have the large addition to the west for offices. Chairman Sangiovanni thought that in the most recent space needs study from EDM, the egress corridor is a poor use of space. He asked whether the plan could be tweaked by switching the staircase. There was discussion about putting the vault on the ground level. Research into modular vaults revealed they can be put on upper levels. Ms. Oakes offered that her contact at the State Library likes the modular vaults. They need to have a 4 hour fire rating. Questions remain whether there is a weight load requirement as well.
- The First Selectman asked if there would be any savings by adding on to the back of the building. She wants EDM to reallocate the spaces. The Town needs to tell EDM what we need. There was discussion about how to reshuffle the offices to get the best layout and about how moving the boiler room to the opposite side of the building is costly. The chairman wants to move the IT Department to the lower level and address the damage to the dox plank construction.
- Ms. Ellithorpe asked if there was a requirement that town clerk, assessor and tax departments have to be on the same floor. If they can be split up it would give EDM more flexibility in the layout. Mr. Miggins asked which departments get the most foot traffic from the public. Since there is parking in the front and back, that is not a big issue. There are wetlands in the back beyond the parking lot. The First Selectman wants to stop renting office space. We will need to get back to the town for a vote on any changes.
- There are mechanicals up the west wall where the original addition is planned. It might be better to add on to the back of the building. The First Selectman wants to digitize more Town services. People shouldn't have to come to Town Hall for a dog license. Since most people only go to the Town Hall twice a year, we may be overthinking the convenience aspect of office locations.
- EDM asked if the PBC is looking for further study of the project. The PBC is looking for a functional plan, not just another conceptual one. Mr. Miggins said that EDM will do a little more study to get a clear understanding of the Town's needs and then proceed to a schematic design. The PBC will give them direction on the server size and location and EDM will look at options for the clerk on both levels with both types of vaults. Putting the addition off the back of the building will be considered. There was discussion about a 2 or 3 level addition. A side addition has to be 3 levels, but the back could be only 2 levels. More cost savings could be achieved on the back addition by not

having to use brick and not having to adhere to Village District front elevation requirements. The tax department and the assessor will be kept together, but the clerk could be separate on a different level.

Invoices:

- Mr. Gozzo made a motion to pay invoice #57990 from Main Enterprises for \$4,931. This is for the pre-balancing work to blank off some of the registers. Mr. Goff seconded, all in favor. Motion approved unanimously.
- Mr. Goff made a motion to pay the remaining retainages on both applications for payment 473-16 and 474-16 from Enterprise Builders. The amounts to pay are \$10,000 on each. Approval is contingent on getting the original copies and have them signed by the architect and verified by the Chairman and the DPW. Mr. Gozzo seconded the motion, all in favor. Motion approved unanimously.

Adjourn: There was a motion made and seconded to adjourn at 9:02 p.m.

Next Meeting Date: The next meeting of the PBC was set for October 20 at 7 p.m.

Submitted by Linda Zaffetti
Executive Assistant DPW

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