

Minutes of the Suffield Permanent Building Commission

Regular Meeting Thursday November 3, 2016

PBC Members Present:

Joe Sangiovanni, Chairman
Glen Neilson, Vice Chairman
Kevin Goff, member
Bill Gozzo, member
Marty Page, alternate

Also present:

Melissa Mack, First Selectman
Derek Donnelly, Town Attorney
John Cloonan, Public Works Director
Julie Oakes, Facilities Manager

Absent:

Brian Baril, alternate; Heather Van Deusen, member
Cathie Ellithorpe, member

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

Public Comment:

- Krystal Holmes spoke about her surprise on the change in direction of the abatement of Bridge Street School. She thought we wanted the building clean before hiring the contractor. She thinks there is merit in having the abatement done sooner rather than later especially related to costs. Chairman Sangiovanni responded that it is better to hire the architect and the CM before abatement is begun. Beth Chafetz commented that she hopes the Bridge Street School project continues to move forward.
- First Selectman Mack presented a letter from the Bond Counsel that addresses "(i) whether scope changes may be made to the Project and the required approval for such changes, (ii) the process for amending the "Project" or for increasing the amount of the appropriation and bond authorization, and (iii) the application of grants received." Ms. Mack questioned where the money will come from to do the value engineering.
- Chairman Sangiovanni stated that first we have to go out to bid to get a number and then we will be able to request the money. Mr. Neilson described how design drawings are reviewed by the contractor's estimator who will see if the costs are increasing.
- Chairman Sangiovanni made a **motion** to approve the voting rights for Mr. Baril in the absence of Ms. Ellithorpe.

Public Correspondence: None

Minutes

- Mr. Goff made a motion to approve the minutes of 10-20-16 as written. Mr. Gozzo seconded.
Motion approved unanimously.

Kent Memorial Library Project

- The HVAC system got the mod approval from the state. Now Fuss & O'Neill can proceed with the pilot tests. Ms. Oakes relayed that their tech will be on site on Monday Nov 14th to segregate the 4 areas. On Wednesday, the 16th they will start the air samples. Ms. Oakes received some clarification from Mr. May regarding his offer to do retesting. It would cost an additional \$6,250 and would show whether the additional air flow has changed the baseline numbers taken in March. After some discussion it was determined that additional testing would not provide significant value to the process and would not be taken.
- There will be an annual air sample test required every year from the original sample date. Ms. Oakes spoke to Mr. Laliberte from TRC and he has not heard anything from EPA regarding our project. Mr. Cloonan asked what percent the outside air intake was going to be set at. Chairman Sangiovanni stated that it will be 4 changes per hour based on ASHRAE standards. It is based on the #of square feet and the number of occupants. The engineer from Silver Petrucelli will have that information. Ms. Oakes will reach out to the company who changes the setting since they

will need to do the same thing every year. The calculations can also be found in the mod application. The week of December 5th is when we should get our answer from Fuss.

- The contingency budget is now \$21,670.96
- Mr. Cloonan said the shelving in the historical room needs an architect to give a stamped set of prints to Mr. Flanders to assure that spacing needs are met for code requirements.

Bridge Street School Project

- The draft RFP for the architect was discussed. Are the project schedule timeframes realistic and reasonable? The dates are placeholders only and need to be finalized. The insurance limit guidelines from CIRMA need to be looked at. Make sure the RFP states that the architect must meet all state codes and local historical and town village district requirements.
- The CM at risk RFP will be worked on next by Ms. Oakes. The goal is to get this draft to the PBC by next Thursday the 10th.

Town Hall Project

- EDM has been selected to reprogram the renovation project at Town Hall. Their second proposal was reviewed and one more meeting will be added for their final presentation. The size of the IT room will be addressed and the mechanical room needs to be kept near its current location. The proposal will be changed to include litigation instead of arbitration. It will be a two story addition using 2b, steel frame construction.
- Ms. Oakes informed the committee of a leak she discovered in the boiler room at Town Hall. That section of the boiler needed to be replaced at a cost of \$6,000. There is no guarantee that the other sections will hold up.

Invoices: The invoices for Silver Petrucelli were tabled for more information.

Other Business: The status of the VOAG Large Animal Facility project was discussed.

Adjourn: There was a motion made and seconded to adjourn at 8:23 p.m.

Next Meeting Date: The next meeting of the PBC was set for November 17 at 7 p.m.

Submitted by Linda Zaffetti
Executive Assistant DPW

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