

Minutes of the Suffield Permanent Building Commission
Regular Meeting Thursday November 17, 2016

PBC Members Present:

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

Also present:

John Cloonan, Public Works Director
Julie Oakes, Facilities Manager

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

Public Comment: None

Public Correspondence: None

Approval of Minutes

- There were three changes to the November 3rd minutes. "Mr. Page" was given voting rights and not the absent Mr. Baril. The word, "& O'Neill" should be added to "Fuss" to make the business name complete. Also, in the KML Project section add: "the Library Commission is planning to put the possibility of payment for the architectural drawings of the historical room on their next agenda."
- Mr. Neilson made a motion to approve the November 3rd minutes as amended. Mr. Goff seconded. Motion approved unanimously.

Kent Memorial Library Project

- Ms. Oakes gave an update on the pilot test that started on Monday. The technician is currently pulling all the pumps on this round of air sampling. They sampled inside the room, and then they put poly sheets up to seal off the separate areas.
- Fuss & O'Neill has concluded their testing phase and will have the results in 7-10 business days, possibly by December 5th. Ms. Oakes has asked for results only, and not a formal report. It will have numbers for each of the locations on a drawing. These are airborne tests, not surface tests.
- The technicians from ESC changed the vent controls to increase the air flow to represent an occupied building. We used 20% for the vents which will be used every year for annual testing. The technicians were confident that the safety features would prevent any disruptions to the system.
- The amount of ventilation is automatically controlled depending on whether it is an occupied or an unoccupied building. Chairman Sangiovanni researched the ASHRAE standard which dictates four air changes per hour.
- The Contingency budget has not changed.

Bridge Street School Project

- The heat will be turned on next week. There are warning lights in the building if the temperature gets too cold and instructions of who to call is posted on the door.
- The CM/Architect final draft is going to be sent to PBC members on November 21, 2016 for comments and revisions.

Town Hall Project

- The proposal from EDM was approved by the town attorney with changes. The General conditions, arbitration and insurance certificates were modified and have been approved.
- The boiler is back up and running after being repaired but the system still needs to be bled.
- EDM will need 2 weeks' time plus staff reviews to complete their proposal. They will come back to the PBC once with a preliminary plan and once for a final version. They have built into their contract two meetings with town staff, 1 meeting with PBC or Triboard and 1 final meeting with PBC.

Other Business

- Ms. Oakes was able to track down through O&G the Firestone roof warranty for the High School. The warranty expires in April 2017 and it's uncertain if it can be used for the current leak in the media room. A custodian reported that the seams had separated in two locations.

Invoices

- The 3 invoices for Silver Petrucelli were discussed. Mr. Sgorbati sent an email outlining what tasks were accomplished by himself and Mr. Yaremich during this timeframe.
- Ms. Ellithorpe made a motion to pay Silver Petrucelli \$3,301.00 on invoice number 16-1533, \$912.50 on invoice number 16-1813 and \$409.00 on invoice number 16-2026 for work done on the HVAC air balancing issue at KML. Mr. Goff seconded, all in favor. Motion approved unanimously.
- The invoice for Fuss & O'Neill was discussed. Ms. Van Deusen made a motion to pay invoice number 0015121 for \$512.50 for pilot test work at KML. Ms. Ellithorpe seconded, all in favor. Motion approved unanimously.

Adjourn: There was a motion made and seconded to adjourn at 7:45 p.m.

Next Meeting Date: The next meeting of the PBC was set for December 1 at 7 p.m.

Submitted by Linda Zaffetti
Executive Assistant, DPW

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