

## Minutes of the Suffield Permanent Building Commission

Meeting Thursday, January 7, 2016

### PBC Members Present

Joe Sangiovanni, Chairman  
Glen Neilson, Vice Chairman  
Cathie Ellithorpe, member  
Bill Gozzo, member

### Also Present

John Cloonan, DPW Director; Julie Oakes, Facilities  
Mike McNaboe, EBI; Larry Plano, School Facilities  
Jackie Hemond, Library; Karen Berasi, Superintendent  
Bill Hoff, School Finance; Jeannie Gee, BoE  
Krystal Holmes, Selectman; Freddie Khericha, KBA  
Ben Monroe, Matthew Kozikowski, Kaestle Boos

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

**Public Comment** None

**No Correspondence** None

**Approval of Minutes** Postponed until the next meeting since there is not a quorum.

### Kent Memorial Library Project

Ms. Oakes has reached out to TRC for an update on their response to EPA, but has not heard back yet. The deed restriction requirement has been taken care of by attorney Alfano.

Mr. McNaboe discussed pending change orders. The general conditions will increase due to the extended time. Two more weeks will be needed because of the wipe tests. EBI is still projecting to complete their work with punch lists and inspections by the end of the month. The elevator was inspected; the air balance report and fire alarm tests were done. Mr. Flanders and Mr. Thibideau made a preliminary items list. The boilers are in the process of being registered with the state. The insurance company will register the boiler and hot water heater. Additional emergency lights are needed and there are some missing sprinkler heads. Ms. Oakes said Bloomfield Electric will be addressing the lighting. Hartford Sprinkler will be contacting Silver Petrucelli to work out the details on the sprinkler heads.

Mr. McNaboe explained that there were some price changes to a few pending change orders. Some prices went up and some went down. The existing dampers that were frozen have now been fixed. The plaque for construction is being worked on. The installer needs a location and a height. EBI is still waiting to hear about the location of exterior signage. The donor, Mr. Zak wants it on a clean exterior wall without any fixtures. He may want it moved to the other side of the new entrance. Mr. Sangiovanni asked why there are lighting wires hanging loose under the retaining wall sill cap near the entrance? Mr. McNaboe will look into this.

Mr. Neilson remarked that since Mr. Sangiovanni has now arrived, there is a quorum. Mr. Neilson made a motion to approve the minutes from the December 3, 2015 meeting. Mr. Gozzo seconded, all in favor. Motion approved unanimously.

Mr. Cloonan presented the following change orders for approvals:

Mr. Neilson made a motion to approve Enterprise Builders **P1-035** to correct the neutral wiring problem for \$6,707. Ms. Ellithorpe seconded, all in favor. Motion approved unanimously.

Mr. Neilson made a motion to approve Enterprise Builders **P1-043** to add a louver door for the fire suppression system for 410. Mr. Gozzo seconded, all in favor. Motion approved unanimously.

Ms. Ellithorpe made a motion to approve Enterprise Builders **P1-044** for additional carpet to cover the damaged parquet floor near the shutters for \$3,025.00 Mr. Neilson seconded, all in favor. Motion approved unanimously.

Mr. Neilson made a motion to approve Enterprise Builders **P1-046** for interior painting in the existing building for \$7,730. Mr. Gozzo seconded, all in favor. Motion approved unanimously.

Mr. Gozzo made a motion to approve the proposal by **Three Way Communication** for ADA video feed and 50" monitor and to install cameras throughout the building for \$19,760. Ms. Ellithorpe seconded, all in favor. Motion approved unanimously.

Mr. Neilson made a motion to approve the proposal by **Dubaldo Security** for \$3,625.00 for a new security system and a monthly monitoring charge of \$24.00 which will come out of the library budget. It also monitors the fire system. Mr. Gozzo seconded, all in favor. Motion approved unanimously.

The HVAC emergency management control system was tabled until the contingency budget is finalized. A motion was made and all were in favor of tabling.

### **Security Upgrades at Schools**

Mr. Hoff gave an overview and history of the security grant. The amount of the grant is \$500,000, and the town will have to fund the matching amount. A few years ago, \$1.3 million was granted to the town but only new security cameras and alarms were approved. Now the grant timeline has been extended and the vestibules at all four schools will be addressed. The money has to be **expended** by June 30, 2016. The new superintendent has made the vestibule project a priority. Ms. Gee from the Board of Education spoke on the importance of making our schools safer. The Bd. of Ed and the Board of Selectman has approved the project. The Board of Finance meets on Monday and then we will need a town meeting. The goal is to put it out to bid by Mid-February. Architect Kaestle Boos has been hired by the Board of Education to design the security enhancements. This is not a major construction project, but it is still a very tight schedule. She asked for everyone's help and cooperation to make this work.

Chairman Sangiovanni said that the finance director has asked the state for an extension and they said no. It would be ideal if it could be completed over the summer. Mr. Cloonan said he spoke to the First Selectman who is waiting for an answer from Homeland Security about extending the date a couple of months. Superintendent Berasi described how the town of Naugatuck undertook a similar construction project when school was in session. They were able to complete the project with very little disruption to the students. A lot of the work was done at night and on weekends. Chairman Sangiovanni is concerned about providing for the safety of the occupants.

Chairman Sangiovanni confirmed with Mr. Khericha from Kaestle Boos (KBA) that they had a signed proposal. He also asked about their schedule and established there will be construction documents and bid documents, not just schematics. The Building Official asked to see how they were going to maintain the existing plans. Kaestle Boos said there will be no reduction in capacity during construction. When school is in session, the exiting will be restored for a condition of occupancy. Whenever school is in session, the construction area has to be restored to a condition for occupancy. There will be no tools or utilities left out or anything blocking the exits. The Building Official asked who is going to monitor this. Mr. Khericha has had great experience with 6 similar projects; the contractors have all been on board with this and they have had zero issues. Mr. Hoff and Mr. Plano offered to do the monitoring. Chairman Sangiovanni reiterated that someone needs to be assigned this role; we just can't leave it to chance.

Mr. Khericha said they need a week or week and a half and they will be pretty close to completion. Then they will sit down with Mr. Plano and anyone from the school to go over the draft to see if anything is missing. Kaestle Boos will incorporate the changes and then prepare the documents to go out to bid. Then the architects will sit down again to see if these are what you need and then we will address it. Kaestle Boos has a history of very few change orders.

Mr. Monroe from Kaestle Boos explained the scope of the vestibule project. At **SHS** they are replacing doors in existing frames. They are just the push/pull type now. For the interior doors they will be adding hardware for

controlling electronic locking access. A new opening will be made into the office, which will require a partial demo on an evening or weekend. The vestibule will be open during the day. The same amount of egress will exist; there is no change to that. At **SMS** and **MCA** they will be adding interior doors where they don't presently exist. Visitors need to be buzzed in or swiped in with a card reader. The interior doors stay locked. Visitors go through the main office, or if they are just dropping something off they will use a package transfer/transaction window without going into the main office. At **SPA** at the existing frame they will be adding doors. The construction of the wall is very basic and can be done quickly. The frames can be left open until the doors are installed. There is no reason to block or reduce exiting during occupancy. The contract will be worded as to when the contractors can do the work. It will state second shift, starting at 2 p.m. and on weekends.

Mr. Cloonan asked if there are any issues with hazmat. Are we going into anything existing that we will need to test? Chairman Sangiovanni asked if a consultant has done an assessment. Mr. Plano stated that we have asbestos testing results. Chairman Sangiovanni explained that there may also be PCBs in the existing window caulk. If so, that will take some time to abate. Mr. Cloonan indicated that we need to get that tested before the project starts.

Mr. Monroe explained that on existing glazing they will be installing a polymer film called School Guard Glass (SGG) making it attack resistant, not bullet resistant. It is rated by maximum minutes to penetration. The standard is 6-8 minutes, which is an average police response time. Chairman Sangiovanni asked if the existing glass is tempered because the polymer won't help if they're not. Mr. Cloonan asked about the keys. KBA responded that the new hardware will match the existing cores and there will be a keying meeting at the end to go over the masters. KBA stated that the doors and glass are expensive components. The security cameras, card readers and electronic door hardware are very expensive. Mr. Neilson asked if there is time to get the glass doors and hardware in time. KBA answered yes, if the bid goes out in mid-February, by April they will have the parts and the contractor will start installing them.

Chairman Sangiovanni asked Kaestle Boos to send a list of preferred subcontractors to Mr. Cloonan. The PBC may want to look at DAS qualifications or past experience, etc. Mr. Hoff stated that this is not a Department of Education grant; it is a homeland security grant. Prevailing wage does apply and it is good practice to put the bid on the DAS website, but it is not required. Chairman Sangiovanni confirmed that we want KBA to proceed. Mr. Plano stated that we will use proprietary products for security and will use those existing subcontractors. KBA said they will be having once per week construction meetings or more if needed.

The Chairman emphasized that the PBC needs to pick the right bidder, they don't have to be the lowest, but we will need to justify the choice. The contract has to stipulate when they can work and how they leave the jobsite condition. There also needs to be schedule coordination for basketball games and after school activities. Mr. Flanders wants to see the language on exiting and maintaining egress as soon as possible. KBA will send him past examples of wording. Mr. Hoff will check the grant documents to see if there is anything in there preventing the waiving of the lowest bidder. Waiving this policy would be helpful to eliminate unqualified bidders. The PBC picks the contractor, so we want one that is good to work with and will keep to the schedule. Chairman Sangiovanni asked the Kaestle Boos representatives if we should meet again in two weeks. Mr. Khericha said that we want to make sure the documents are complete, so we will be ready by the end of January. Chairman Sangiovanni said we will see you on the 28<sup>th</sup>.

### **Town Hall Project**

The bids for Environmental Service Consulting for the Town Hall, Bridge St. School, Babb's Beach and the Highway Garage were discussed. Ms. Oakes explained the bids that came in earlier today. She spoke about the large spread between the three numbers. She saw all three parties on two occasions and told them what was expected. One of the bidders missed that they didn't have to include sampling in their numbers, which is why they are so high. The PBC will bring them in for interviews.

Mr. Neilson asked if all 3 companies understood the scope of work. Ms. Oakes disclosed all existing hazmat reports that have been done. RFI questions were very specific and good. We need to ask them what was

included in their numbers. We have a lot of good contacts to check on as far as change orders, on time, budget etc. Mr. McNaboe has also given his approval of all 3 companies. Mr. Neilson mentioned that the Town Hall plaster will need to be removed and the Bridge Street ductwork will need to be abated.

The Szewczak bid for structural issues at Town Hall was \$5,000. Some of the members walked through the Town Hall with the consultant a couple of weeks ago. Many issues were discovered. The IT area has been cut into the floor and there are egress issues. Mr. Flanders mentioned that for ADA bathrooms, it is allowed to go one floor by elevator to get to one.. Chairman Sangiovanni made a motion to hire Szewczak for structural engineering at the Town Hall. Mr. Neilson seconded, all in favor. Motion approved unanimously.

**Motion** to dispense with the Executive Session

### **High School Agri-Science Building**

H.B. Fishman believes they have solved the roof issues. Preliminary indications show that leaks have been fixed. The area will be evaluated after this weekend's rain event.

### **Invoices**

Mr. Neilson made a motion to pay \$115,760.00 to **Enterprise Builders** for Application for payment# 11 on project 473 at Kent Memorial Library. Ms. Ellithorpe seconded, all in favor. Motion passed unanimously.

Mr. Neilson made a motion to pay \$14,180.00 to **Enterprise Builders** for Application for payment# 11 on project 474 at Kent Memorial Library. Mr. Gozzo seconded, all in favor. Motion passed unanimously.

### **Other Business**

Mr. Cloonan spoke about the tour he gave at KML to the members of the Library Commission. They were concerned with the large spaces in the glass railings and asked if silicone could be used between the glass panels. Mr. Neilson said it was not in the plans and silicone would be messy.

Chairman Sangiovanni and Mr. Neilson will represent the PBC at the Special Selectman's meeting about bonding next week. The First Selectman needs to coordinate this and stretch out the borrowing for the upcoming projects.

**Adjourn** There was a motion made and seconded to adjourn at 9:10 p.m.

**Next Meeting Date** The next meeting of the PBC will be held in January 21st.

Submitted by  
Linda Zaffetti