

**PUBLIC BUILDING COMMISSION – Meeting Minutes**  
**Regular Meeting - Wednesday, August 2, 2017 - 7:00 P.M.**  
**Town Hall, 84 South Main Street - Council Chambers**

Members Present: Mr. Mark Nash (Chairman)  
Mr. Art Crooker  
Mr. Richard Clavet  
Mr. Steven Durkee  
Mr. Phillip Bowman

Members Absent: Mr. Matt Altieri  
Mr. Jim McKenney  
Mr. Vincent Robitaille  
Mr. Richard Levy

Additional Present: Mr. George Noewatne, Director of Public Works  
Mr. Vincent Masciana, Chief Operation Officer, Board of Education

**I. PLEDGE OF ALLEGIANCE**

The assembled group recited the Pledge of Allegiance.

**II. ROLL CALL**

Chairman Nash called the meeting to order at 7:00 p.m. Roll was called and a quorum determined.

**III. PUBLIC ADDRESS**

There was no one from the public who wished to address the Commission.

**IV. GENERAL CORRESPONDENCE**

There was no general correspondence.

**V. APPROVAL OF MINUTES - July 5, 2017**

**MOTION** by Mr. Crooker to approve the minutes of the July 5, 2017 meeting as submitted.

**SECONDED** by Mr. Clavet and passed unanimously by all those present and voting.

**VI. MONTHLY FINANCIAL STATUS**

Commission members reviewed the monthly financial status report of open Town projects.

## **VII. CONSENT CALENDAR**

Mr. Durkee moved that Invoice #34747 dated July 7, 2017 in the amount of \$2,320.00 from DTC be held from the Consent Calendar for discussion.

Mr. Nash moved that Application #9 (with 5% retainage) and Application #9 (with 2.5% retainage) dated July 31, 2017 in the amount of \$5,895.23 and \$21,786.31, respectively, from Olympus Construction be held from the Consent Calendar for discussion.

Mr. Noewatne noted a correction in the amount of Application #2 dated July 25, 2017 from G. Pic & Sons. The correct amount is \$77,274.00.

**MOTION** by Mr. Durkee to approve the Consent Calendar excluding Invoice #34747 dated July 7, 2017 in the amount of \$2,320.00 from DTC, Application #9 (with 5% retainage) and Application #9 (with 2.5% retainage) dated July 31, 2017 in the amount of \$5,895.23 and \$21,786.31, respectively, from Olympus Construction.

**SECONDED** by Mr. Crooker and passed unanimously by all those present and voting.

## **VIII. OLD BUSINESS**

### **1. EXHIBIT A: Town of Cheshire Charter/PBC Ordinance revision update**

Mr. Nash stated Mr. Robitaille and the subcommittee are working on this project and expect to meet soon to discuss possible changes in verbiage.

### **2. PROJECTS**

#### **A. Districtwide Lavatory Improvements**

Mr. Clavet stated the design is in place, but the architect will need to look at value engineering. The subcommittee will meet to fine tune the scope. This project is expected to go out to bid in the early fall.

#### **B. Utility Tunnel Improvements**

Mr. Clavet stated the tunnel inspection has been rescheduled to August 9, 2017 due to the emergency generator project.

C. CHS Interior Code Compliance

Mr. Masciana stated that in 2009 the Office of Civil Rights identified compliance issues which were compiled and shared with the Public Building Commission by Mr. Masciana. Mr. Masciana stated there is a total appropriation of \$1,383,000 to remedy the deficiencies and this is a two year project. Mr. Masciana stated there is State grant money available that could cover up to 40% of the eligible items. Mr. Masciana stated the Board of Education would like to complete enough of the work to qualify for the grant by June 2018, sooner is possible. Mr. Masciana requested the Public Building Commission hire a design professional who is well versed in the requirements for filing an application to obtain the state grant money and creative with compliance solutions. The first step on this project is to issue an RFP.

D. CHS Exterior Storage Building

Mr. Noewatne stated there is a capital budget request for additional funding on this project, which is expected to be approved by the end of August.

E. Emergency Shelter Generators

Mr. Durkee stated the generator has been installed, the driveway is patched, but the fence is too low. Mr. Clavet stated two conduit conductors were discovered that trace back to nowhere. They conduits are live, but the power source has not been identified.

**MOTION** by Mr. Clavet to approve tracing back the live conduit conductors in an amount not to exceed \$2,000, including contractor fees.

**SECONDED** by Mr. Bowman and passed unanimously by all those present and voting.

There was a discussion about what type of fence or enclosure would be appropriate to be installed around the generator.

**MOTION** by Mr. Durkee to approve a fence/enclosure around the generator in an amount not to exceed \$14,000, including contractor fees.

**SECONDED** by Mr. Bowman and passed unanimously by all those present and voting.

F. School Generator Hook-ups

**MOTION** by Mr. Durkee to approve Invoice #34747 in the amount of \$2,320.00 from DTC.

**SECONDED** by Mr. Crooker and passed unanimously by all those present and voting.

Mr. Durkee stated this project is ready to bid. Mr. Noewatne stated once the subcommittee meets, an RFP can be issued.

G. Doolittle Cafeteria Renovation

Mr. Durkee stated he and the subcommittee have developed a list of items/notes regarding the scope of this project. Once Madeline Diker is back from vacation, a meeting will be scheduled to discuss progressing this project.

H. CHS Concession Stand

Mr. Clavet stated the Certificate of Occupancy was issued on July 19, 2017. Mr. Clavet stated the Fire Marshall eliminated bollards from the scope of this project because the existing mini Jersey barriers are sufficient.

Mr. Clavet stated a meeting was held with the architect and Olympus to discuss the punch list items that are not being worked on. There has been no activity since that meeting. Mr. Clavet stated the mechanical engineer conducted an on-site inspection which inspired an email from Ryan Haley. Mr. Clavet read the following paragraph of that email into the record:

“Gentlemen:

My mechanical engineer, Ken visited the site this morning with myself to review the MEP punchlist items and to check the progress of the open items in the attic area. We were disappointed to find that Olympus has completed very few of the punch list items in the attic area. Ken is putting together a follow-up report. I’ll distribute a copy in the upcoming days. But the underlying concern that I believe we all share is Olympus’s total lack of progress on the site.”

After a lengthy discussion, it was decided that a Notice to Comply letter be sent to Olympus with a deadline for final completion. It was discussed that if Olympus continues to be non-compliant, it will be necessary for the Town to hire another contractor to finish the job or pull Olympus’s bond.

Mr. Clavet stated the facility at the concession stand is fully functional.

**MOTION** by Mr. Clavet to approve Application #9 (releasing no retainage) dated August 1, 2017 in the amount of \$3,520.23 from Olympus Construction.

**SECONDED** by Mr. Crooker and passed unanimously by all those present and voting.

**MOTION** by Mr. Clavet to approve deduct Change Order #8 for monies coming back to the project for scope that was eliminated.

**SECONDED** by Mr. Durkee and opened for discussion.

Mr. Noewatne stated the amount of the deduct change order is -\$12,681.00. Mr. Clavet stated the deduct change order is for the bollards that were not necessary around the gas meter and the donor walk. Mr. Clavet stipulated the return of any materials purchased for the change order as the property of the Board of Education and the Town and Cheshire.

The motion was returned to a vote and passed unanimously by all those present and voting.

I. Districtwide Sidewalk Replacement

Mr. Clavet stated this project is completed. Mr. Clavet stated G. Pic & Sons did an excellent job and are on his preferred contractors list.

J. Districtwide Roofs

Mr. Clavet stated the field work is completed on this project and NE Masonry and Roofing is starting the metal work. Mr. Clavet stated the roof repair work is ongoing as new issues are discovered. There is approximately \$90,000 left in the budget for this project.

**IX. NEW BUSINESS**

1. Project Management options

No discussion.

2. PBC roster

No discussion

3. Other new business of the PBC

No discussion.

**X. ADJOURNMENT**

**MOTION** by Mr. Crooker to adjourn at 8:11 p.m.

**SECONDED** by Mr. Durkee and passed unanimously by all those present and voting.

Attest,

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Karen Gill  
Recording Secretary