

**PUBLIC BUILDING COMMISSION – Meeting Minutes**  
**Regular Meeting (postponed) - Thursday, March 8, 2018 - 7:00 P.M.**  
**Town Hall, 84 South Main Street - Council Chambers**

Members Present: Mr. Mark Nash  
Mr. Jim McKenney (7:10)  
Mr. Art Crooker  
Mr. Richard Clavet  
Mr. Steven Durkee  
Mr. David Arai

Members Absent: Mr. Phillip Bowman  
Mr. Richard Levy  
Mr. Vincent Robitaille

Additional Present: Mr. George Noewatne, Director of Public Works

**I. PLEDGE OF ALLEGIANCE**

The assembled group recited the Pledge of Allegiance.

**II. ROLL CALL**

Mr. 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 - February 7, 2018**

**MOTION** by Mr. Clavet to approve the minutes of the February 7, 2018, not January 3, 2018 as noted on the agenda.

**SECONDED** by Mr. Crooker 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**

**MOTION** by Mr. Clavet to approve the Consent Calendar.

**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

In the absence of Mr. Robitaille and Mr. McKenney, it was noted there is a subcommittee next week on this matter.

### 2. PROJECTS

#### A. Districtwide Lavatory Improvements

There is a pre-construction meeting with Millennium on March 16, 2018 at 8:00 a.m. in the Norton Cafeteria. Mr. Clavet and Mr. Arai both stated they will attend this meeting.

#### B. Utility Tunnel Improvements

Mr. Clavet stated some of the recommended work has been completed. Mr. Cavet stated the partitions are degrading and a closer look will be taken at this issue over the summer.

#### C. CHS ADA Interior Code Compliance

This project has been approved by the Town Council. The due diligence has been completed and a preliminary spreadsheet prioritizing this project has been created. Mr. Clavet stated this project is slated for summer. It was noted there is not enough funding at this time to complete the entire scope of the project.

#### D. CHS Exterior Storage Building

Mr. McKenney stated there is subcommittee meeting scheduled for Friday, March 16, 2018. Mr. Noewatne stated the Town Council approved this project on February 13, 2018. The contract documents have been received from the town attorney and Mr. Noewatne expects this project to go out to bid next sometime next week.

#### E. Emergency Shelter Generators Hook-up Plugs

Mr. Durkee stated the subcommittee has not met to review the bids. Although the bids came in under budget, the add alternates are not possible with the current budget. Mr. Crooker asked if the \$71,501.90 remaining from the Emergency Shelter Generator project can be reallocated to supplement the budget for this project. There was a brief discussion.

#### F. Doolittle Cafeteria Renovation

**MOTION** by Mr. McKenney for the PBC to recommend this project be sent to the Town Council for approval of the final design and authorization to bid the project.

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

There was a brief discussion.

Mr. Durkee stated he is unable to attend the Town Council meeting next week. Mr. Nash stated he will attend.

G. CHS Concession Stand

Mr. Clavet stated this project is completed. Olympus provided a few outstanding warranty items. Mr. Clavet stated the Board of Education is working to resolve the fact that the exterior water fountains do not have freeze protection. Mr. Noewatne stated a closeout report will be prepared for the PBC to review at next month's meeting.

H. Districtwide Roofs

Mr. Clavet stated this project is ongoing with spot repairs as needed.

I. Roof Replacement - Fire Headquarters

Mr. Noewatne stated a consultant has been hired for this project. There was a brief discussion.

J. Library Renovation

Mr. Noewatne stated he will attend the meeting scheduled for March 15, 2018 on this project. Construction is expected to start the week of March 19, 2018. The library will remain open during construction.

K. Park Bathroom Upgrades

Mr. Arai stated there is a site visit scheduled for next week to define the scope of this project. Mr. Noewatne stated there is a line item missing from the Capital Projects Report and clarified the budget for this project is approximately \$280,000. Mr. Aria noted a typographical error in the subcommittee meeting minutes dated February 22, 2018.

**MOTION** by Mr. McKenney to rename the February 22, 2018 minutes from "CHS Storage Building Subcommittee Meeting" to "Park Bathroom Upgrades Subcommittee Meeting."

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

**3. OTHER OLD BUSINESS OF THE PBC**

None.

**IX. NEW BUSINESS**

1. PBC Roster as of 2/21/18

Mr. Nash stated Mr. Crooker will continue to serve as a member of the Public Building Commission.

Mr. Nash was re-appointed to serve a full four year term with the Public Building Commission.

**X. ADJOURNMENT**

**MOTION** by Mr. McKenney to adjourn at 7:50 p.m.

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

Attest,

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Karen Gill  
Recording Secretary