

**PUBLIC BUILDING COMMISSION – Meeting Minutes  
Regular Meeting - Wednesday, April 4, 2018 - 7:00 P.M.  
Town Hall, 84 South Main Street - Council Chambers**

Members Present: Mr. Mark Nash  
Mr. Jim McKenney  
Mr. Art Crooker  
Mr. Richard Clavet  
Mr. Steven Durkee  
Mr. David Arai  
Mr. Phillip Bowman  
Mr. Richard Levy  
Mr. Vincent Robitaille

Members Absent: None

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 - March 8, 2018**

**MOTION** by Mr. McKenney to approve the minutes of the March 8, 2018 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**

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

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

## VIII. OLD BUSINESS

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

Mr. Noewatne stated there was no quorum for the March 20, 2018 meeting of the PBC Ordinance Review subcommittee.

Mr. McKenney stated he is leaving the subcommittee due to the lack of progress.

Mr. Robitaille stated he and Mr. McKenney have submitted proposed revisions to the subcommittee. Mr. Robitaille stated the contract language in the PBC Ordinance is vague. There was a brief discussion about moving forward on this matter.

### 2. PROJECTS

#### A. Districtwide Lavatory Improvements

Mr. McKenney stated an upbeat subcommittee meeting was held on March 16, 2018 at 8:00 a.m. The first project meeting is scheduled for June 29, 2018 at 8:00 a.m. at Norton School.

#### B. Utility Tunnel Improvements

Mr. Clavet stated Geolnsight has submitted the 2018 proposal for tunnel inspection and maintenance. Mr. Clavet stated there is a slight escalation in the cost for this year. Mr. Clavet intends to ask for an inspection during the heating season to check steam lines, etc.

#### C. CHS ADA Interior Code Compliance

Mr. Clavet stated a meeting was held on March 19, 2018 wherein a summary of findings was submitted based on the initial list of priorities. The doors are an area of major non-compliance. Silver/Petrucci is fine tuning the scope and specifications, as well as completing the paperwork necessary to apply for State grant money.

#### D. CHS Exterior Storage Building

Mr. McKenney stated there was a walk-through with five bidders. There was a brief discussion about the scope of the project including overhead doors.

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

**MOTION** by Mr. Durkee that the PBC recommend the Town Council award the construction contract for this project to Prime Electric, LLC in the amount of \$149,962.00.

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

There was a brief discussion.

**MOTION** by Mr. Durkee that the Town Council consider the advantage of allocating additional funds in the amount of \$45,000.00 to add Alternate #2 (CHS) for this project.

**SECONDED** by Mr. McKenney and passed 8-0-1, with one abstention by Mr. Levy.

Mr. Durkee stated he will attend the Town Council meeting next Tuesday.

F. Doolittle Cafeteria Renovation

Mr. Durkee stated there was a walk-through with potential bidders yesterday. The bids are due on April 16, 2018 and a special PBC meeting will be held on April 28, 2018 to select the bidder to be recommended to the Town Council. There was a discussion regarding next steps. Mr. Noewatne stated he will provide a list of contractors to the members of the PBC.

G. CHS Concession Stand

Mr. Clavet stated this project is completed. The closeout report was reviewed by the members of the PBC.

**MOTION** by Mr. McKenney to incorporate the closeout report as an exhibit to the minutes of tonight's meeting.

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

The members of the PBC requested the minutes reflect their appreciation to Janet Ray for the great work she did on the closeout report.

H. Districtwide Roofs

There was no report on this matter.

I. Roof Replacement - Fire Headquarters

Mr. Bowman stated an asbestos report has been received and will be addressed in the bid package. Mr. Noewatne stated if all is in order, this project can be approved to go out to bid at the special meeting on April 18, 2018.

J. Library Renovation

Mr. Bowman stated he visited the construction site today and demolition of Phase I has been completed. Mr. Bowman stated the construction area could be better secured. Mr. Noewatne stated there is a meeting tomorrow morning and he will check with the architect to make sure the construction area is properly marked and secured.

Mr. Noewatne stated Ramona Burkey has resigned and her last day will be in mid-May.

K. Park Bathroom Upgrades

Mr. Arai stated the walk through has been postponed several times due to weather. The members of the PBC reviewed the specifications for this project.

**MOTION** by Mr. Arai for the PBC to recommend the Town Council authorize issuance of an RFP for a design professional for the Parks Bathroom renovation project.

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

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

None.

**IX. NEW BUSINESS**

1. Email from the Energy Commission

Mr. Nash stated he received an email from the Energy Commission requesting consultation on all PBC projects. Mr. Nash responded to the email stating that according to the PBC Ordinance, the Town Council may appoint temporary members of relevant commissions as user members to represent user needs with respect to a particular project. Mr. Nash also stated any member of the Energy Commission is invited and welcomed to attend PBC meetings and make a public address at any time.

**X. ADJOURNMENT**

**MOTION** by Mr. Clavet to adjourn at 8:00 p.m.

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

Attest,

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Karen Gill  
Recording Secretary