

**PUBLIC BUILDING COMMISSION – Meeting Minutes
Regular Meeting - Wednesday, November 7, 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. Steven Durkee
Mr. Phillip Bowman
Mr. Vincent Robitaille

Members Absent: Mr. Richard Levy
Mr. Richard Clavet
Mr. David Arai

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

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 public address.

IV. GENERAL CORRESPONDENCE

There was no general correspondence.

V. APPROVAL OF MINUTES - October 3, 2018 Regular Meeting

MOTION by Mr. Robitaille to approve the minutes of the October 3, 2018 regular meeting.

SECONDED by Mr. Bowman and opened for discussion.

Mr. Nash stated the following revision should be made:

1. Under Roof Replacement, the minutes should reflect the additional \$10,000 for reduction of the metal deck on the Fire Headquarters roof project.

The motion was returned to a vote and passed 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. Crooker to approve the Consent Calendar.

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

VIII. OLD BUSINESS

1. PBC Ordinance revision update

Mr. Robitaille stated a new revision to the PBC Ordinance has been proposed with regard to the role of the Director of Public Works in contract negotiations.

MOTION by Mr. Robitaille to present the final draft of the proposed PBC Ordinance revisions, including deletion of the reference to the Director of Public Works in the preparation and modification of contract documents.

SECONDED by Mr. Crooker and passed 5-0-1 with an abstention by Mr. McKenney.

2. PROJECTS

A. Districtwide Lavatory Improvements

I. Norton Bathrooms

Mr. Noewatne stated he is awaiting the close-out documents. All applications for payment will be processed upon confirmation the punch list work has been completed.

II. Doolittle Bathrooms

Mr. McKenney stated no bidders responded to the RFP for this project. Mr. Noewatne handed out a proposal from Silver-Petrucelli for this project, including work to be done with the additional money approved by referendum. It was noted Silver-Petrucelli's fee increased by \$12,000 for both phases of this project. There was a lengthy discussion.

MOTION by Mr. McKenney to approve the proposal from Silver-Petrucci with the fee for additional services, subject to approval and referral by the Town Council and confirmation from the Town Attorney that referendum items need not be held for a period of time before being acted upon.

SECONDED by Mr. Robitaille and passed 5-1-0 with an opposition vote by Mr. McKenney.

B. Utility Tunnel Improvements

There was no update on this matter.

C. CHS ADA Interior Code Compliance

Mr. Noewatne stated this project is progressing.

D. CHS Exterior Storage Building

Mr. Bowman stated this project is progressing despite some weather delays. The work site is clean and controlled.

E. Emergency Shelter Generators Hook-up Plugs

Mr. Durkee stated this project is complete and ready for the final report to be presented to the Town Council.

F. Doolittle Cafeteria Renovation

MOTION by Mr. Durkee to approve the change order for the kitchen canopies in the amount of \$800.00.

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

Mr. Masciana stated the reason for the change was that the kids associated the color of the canopies with the temperature of the food, so the canopies will be changed to be blue for cold food and red for hot food.

Mr. Paul Bowman inquired as to the close out process for PBC projects. There was a brief discussion.

G. Districtwide Roofs

There was no update on this matter.

H. Roof Replacement Town Buildings

I. **Fire Headquarters**

Mr. Bowman stated this project is substantially complete. Mr. Noewatne provided a review of the costs for this project. The air conditioner units have not yet been replaced.

II. **Library**

MOTION by Mr. McKenney to approve the proposal by Gold Seal to replace the HVAC units on a time and material basis, pending assignment of this project to the PBC by the Town Council and with a not to exceed amount of \$35,000.

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

MOTION by Mr. Bowman to approve the design and bid by Frank Gilroy, pending approval and assignment by the Town Council.

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

I. **Library Renovation**

Mr. Bowman stated the upper level of the library is completed and work is currently being done on the lower level. The goal is to finish by Thanksgiving.

J. **Park Bathroom Upgrades**

Mr. Crooker stated due to the lack of bidders for this project, the bid language is being revised so this project can be re-bid. There was a discussion about the complexities of this project.

MOTION by Mr. Crooker to rebid this project with the revised bid language.

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

K. **Solar Carport at Police Headquarters**

There was no update on this project.

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

None.

X. NEW BUSINESS

1. Election of Officers - Vice Chairman

MOTION by Mr. McKenney to nominate Mr. Robitaille to continue as Vice Chairperson of the PBC.

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

2. Discussion

Mr. Noewatne suggested the PBC consider assigning one Commission member to each BOE project. Paul Bowman stated as far as the Town Council is concerned the PBC should be involved in all Town building projects. Mr. Bowman stated there are a lot of professionals on the PBC who volunteer their time. Mr. Bowman stated the Town Council is interested in helping the PBC by assigning a Clerk of the Works, Construction Manager or Owner's Rep to any projects the PBC feels could benefit from the extra set of eyes. Mr. Bowman encouraged the PBC to communicate the specific needs of each project to the Town Council in the interest of creating new efficiencies and more shovel ready projects.

There was a lengthy discussion.

XI. ADJOURNMENT

MOTION by Mr. Robitaille to adjourn at 8:26 p.m.

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

Attest,

Karen Gill
Recording Secretary