

**PUBLIC BUILDING COMMISSION – Meeting Minutes  
Regular Meeting - Wednesday, July 10, 2019 - 7:00 P.M.  
Town Hall - 84 South Main Street - Council Chambers**

Members Present: Mr. Mark Nash  
Mr. Vincent Robitaille  
Mr. Jim McKenney  
Mr. Art Crooker  
Mr. Richard Clavet  
Mr. David Arai  
Mr. Richard Gusenburg

Members Absent: Mr. Steven Durkee  
Mr. Phillip Bowman

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 7:03 p.m. Roll was called and a quorum was determined.

**III. PUBLIC ADDRESS**

There was no public address.

**IV. GENERAL CORRESPONDENCE**

There was no general correspondence.

**V. APPROVAL OF MINUTES - June 5, 2019 Regular Meeting**

**MOTION** by Mr. McKenney to approve the minutes of the June 5, 2019 regular meeting.

**SECONDED** by Mr. Robitaille 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. McKenney to approve the Consent Calendar.

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

**VIII. OLD BUSINESS**

**1. PBC Ordinance revision**

The PBC is still awaiting a rescheduled meeting with the Town Council to discuss this matter. Mr. Noewatne stated the Town Manager is coordinating a joint meeting with the Town Council.

Mr. Robitaille asked the commissioners to review the language regarding PBC involvement in the contract process. There was a discussion.

**2. PROJECTS**

**A. Districtwide Lavatory Improvements**

**Norton Bathrooms:**

Mr. McKenney stated the final report and accounting are expected for the August meeting.

**Doolittle Bathrooms:**

Mr. McKenney stated there was a preconstruction meeting and this project is moving forward.

**B. Utility Tunnel Improvements**

Mr. Clavet stated the tunnel inspection is scheduled for July 31, 2019 and he expects to have the report within 60 days.

**C. CHS ADA Interior Code Compliance**

Mr. Clavet stated the design for this project is mostly complete, but the grant application is still awaiting review by the State.

**D. CHS Exterior Storage Building**

There was a brief discussion on this matter.

E. Doolittle Cafeteria Renovation

Mr. Clavet stated this project is awaiting a closeout/final report. There was a problem with the fire doors that Nosal Builders resolved with replacement doors.

F. Roof Replacement at Town Buildings

Mr. Noewatne stated Exhibit D in the packet has the technical specifications for the proposed replacement HVAC units. The specifications have been vetted by Frank Gilroy, the project consultant. Mr. Arai asked if a moisture test has been done on the insulation. There was a brief discussion.

**MOTION** by Mr. McKenney for the PBC recommend the Town Council approve issuance of an RFP for the replacement HVAC units.

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

G. BOE District-wide Roof Repairs and Replacements

Mr. Clavet stated this project is mobilizing and ready to execute.

H. Park Bathroom Upgrades

Mr. Arai stated Pelletier is ready to mobilize. Mr. Noewatne stated a motion is needed to approve the cost of the restroom/changing area trailer. Mr. Noewatne stated the monthly rental fee is \$10,692.21 and will be charged on a weekly basis if the rental exceeds the first month. There was a brief discussion.

**MOTION** by Mr. McKenney to approve the first month of rental for the restroom/changing area trailer at Mixville Park for the amount of \$10,692.21.

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

Mr. Noewatne stated rental of the temporary fencing in the amount of \$2,773.61/month has been approved.

I. Solar Carport at Police Headquarters

Mr. Arai stated this project will be bid at the end of August with an estimated completion date in November.

J. Pool Combined Heat and Power Unit (Cogeneration)

This project is completed and can be taken off of the agenda.

K. Boiler Replacement at Fire HQ Annex and Police Station

Mr. Noewatne stated the RFP has been issued for this project with a return date of July 26, 2019.

L. Pool Ground Improvements & Facility Enhancements

This project is completed and can be taken off of the agenda.

M. Cafeteria Renovations

Mr. Clavet stated there were no bidders on the RFP for this project. A new RFP will be issued on Friday.

**MOTION** by Mr. McKenney to approve issuance of the new RFP with modified language.

**SECONDED** by Mr. Clavet and passed unanimously.

N. Window Replacement (South Elevation) CHS

Mr. Clavet stated this is a 2020 project.

O. Insulate Tunnel Steam Piping - CHS

Mr. Clavet stated the final execution of the contract was delayed by the Town Attorney because of indemnification language that needed to be addressed. The hope is to complete this project before school starts.

P. Unit Ventilator Replacements - Norton School

Mr. Clavet stated this is a 2020 project.

Q. Underground Oil Storage Tank Removal/Replacement

**Doolittle**

Mr. Clavet stated this project has been submitted to the State for grant approval.

**Humiston**

Mr. Clavet stated the underground storage tank at Humiston has been removed and no contamination was found.

**Chapman**

Mr. Clavet stated the underground storage tank at Chapman has been removed and no contamination was found.

**Dodd**

Mr. Clavet stated the underground storage tank at Dodd is being removed tomorrow.

**Darcy**

Mr. Clavet stated this project has been submitted to the State for grant approval.

R. School Masonry Restoration

Mr. Clavet stated this project is underway. The priority list will be worked on until it is completed.

S. School Security Improvements

Mr. Clavet stated this project is out to bid with a return date of August 12, 2019.

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

A. Project Management Options

There was no discussion on this matter.

B. Other

Mr. Nash stated the commissioners are not authorized to speak with the members of the Town Council on behalf of the PBC regarding any projects. Any concerns the Town Council may have should be addressed with the full PBC.

**X. NEW BUSINESS**

A. Communications

There was no discussion on this matter.

**XI. ADJOURNMENT**

**MOTION** by Mr. Clavet to adjourn at 7:37 p.m.

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

Attest,

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Karen Gill  
Recording Secretary