

PERMANENT PROJECT BUILDING COMMITTEE

**Town Council Chambers
North Branford Town Hall
Monday, August 8, 2011**

Vice Chairman Steve Whalen called the meeting to order at 7:05 p.m.

Roll Call: Steve Whalen, Tony Sidera, Kirk Engstrom, Tom Bailey, David McMahon, Chris Manna, Brian Lynch and Victor Palma

Absent: Jack Krasko, Al DeRosa, Rose Angeloni

Others Present: Michelle Knockwood, Purchasing Assistant; Richard Branigan, Town Manager; Mayor Candelora

Citizens Statements: None.

NBIS Renovation and Expansion Project

a). Approval of the Minutes

Steve reviews the minutes. He mentions the request for the CO, Richard advises that no request has been made at this point. Steve asks who would ask for it, Richard replies it is left in the hands of the administration to ask for the CO.

The question of capping the chimney is brought up. Richard advises he has information from Bill Choti on this. This will be discussed after the minutes are approved.

July 11, 2011 meeting: Motion made by Kirk, seconded by Dave, approved unanimously.

b). Report and Action

Richard advises that Mr. Choti dropped off the estimate he received, two other contactors did come out, the one quote he received was higher than the Squires bid of \$2475, so Richard recommends going with Squires without further delay.

Dave makes a motion for Squires Sheet Metal Manufacturing in the amount of \$2,475 for the roof cap as soon as possible. Motion seconded by Kirk, approved unanimously.

Steve asks if there is any news from Bill Choti on the active leaks, nothing mentioned at this point. Question on the update on the doors, nothing on that either. Steve requests a reminder be sent on the doors. Richard will send an email to Bill Choti with a cc to the Superintendent of Schools, with a copy to Steve. Richard is waiting for a list of the door locations before he writes his letter on behalf of the Committee. Richard will send a reminder to him about this. The reminder will also question the status of the CO.

Steve asks about the air balance in the building. Dave advises they are still having a problem getting it moisture free, but the building is air balanced. Tom asks if the traps are correct for this system. Dave feels this committee needs to be reformed a bit to include a mechanical person, roofer, HVAC person. These people can put their fingers on the problem. We are now relying on the contractor who is doing the job, the architect and the design engineer, and someone signing off on the items. Richard discusses the air balancing, it still is within the scope of the committee, and he agrees with Tom, we need to take a look at the original design to see if it was designed properly. How could the building be balanced, if it doesn't meet the specifications? Richard states we need the mechanical consultant who works for Newman to follow up with the air balancing company who should be signing off on this. He works for Newman, there is no link to the Town of North Branford. Michelle comments that we also had Horizon Engineering who was working with Ferguson on this, they were the commissioning agent . So we have an air balancing company, a commissioning agent, a mechanical design consultant and an architect, that all need to get on the same page on this. Tony asks if we have asked them to look at this. Bill Choti is now working with Commercial Air on this. Richard does not remember this being an issue last summer. Dave explains that there was condensation in the duct works, Richard advises that this was the theory that Bill has explained for the last couple of meetings. Richard advises we still have warranty issues, and performance issues of the building. We still need to address the design issues. We need to coordinate the sub-consultants through the architect and move this thing forward and find out why we are getting too much moisture in the system. This could be done with a phone call to Diversified Technology Consultant, to see if they have signed-off on the project. Tom asks if the filters have been replaced. Dave advises that they have been replaced twice this year. Tony asks what we need to do to get the letter to Diversified Technology Consultant. Richard will call Diversified directly on this.

Bills to be paid:

Dave makes a motion to approve the following:

Electranet	Inv #3277	\$ 3,210.50
Electranet	Inv #3295	\$ 2,739.50
Greenwood	Appl. #18(Retention Balance)	\$10,000.00
Greenwood	Inv #7695 (repairs & patch)	\$ 1,068.91

will cc the chairman of this Committee along with Bill Choti. For the air balancing he will want to know what is happening to date, but he will be going directly to Graham Curtis the VP of Diversified Technology and ask him to get actively involved with this.

Dave asks about the concrete sidewalk around the doors that was ground down so the doors would open, wants to know when this will be repaired. He thought whoever was responsible would go back to repair this, the crushed stone is visible. We need to know who ground the sidewalks. The repair to the sidewalk did not come from the PPBC. As the doors settled it became more of an issue. Dave thought it was more of a frost heave that lifted the sidewalks; Richard advises there shouldn't be a frost heave on the sidewalks. If so, we need to go back and see who installed the sidewalks and if it was installed properly it should not heave, unless there was water getting into it, since water pours down off the side of the building. If the BOE ground it, they own it.

Financial Report

Report submitted by Anthony Esposito, review at your leisure. Richard advises the next step for the NBIS finances is to go to Hartford with Newman to claim all of our money on the reimbursement that is due.

Discussion – Referral – Stanley T. Williams Elementary School Interior Renovation Project

a). Approval of Minutes for STW Elementary School Interior Renovation Project

June 13, 2011 meeting: Motion made by Tom, seconded by Kirk, approved unanimously.

July 11, 2011 meeting: Motion made by Tony, seconded by Kirk, approved unanimously.

b). Report and Action: Architect Referral

Michelle prepared a summary of the proposal results. Five firms responded, the three lowest bidders were interviewed by Jack Krasko, Michelle Knockwood and Richard Branigan.

They looked at the low 3 that were qualified:

Interviews were done in reverse order starting with number 3: Quisenberry Arcari Architects, then Salamone and Associates and last Lifecare Design.

Quisenberry Arcari Architects had Salamone and Associates as a sub consultant. Both spoke highly of each other. This phase of the project is mostly mechanical, HVAC related, Salamone is clearly a mechanical contractor.

Lifecare Design was the lowest bidder, they are a more traditional small architectural firm that has done a number of senior center projects, and recreational center conversions, they have Loureiro Engineering as their sub-consultants for mechanical consulting work.

Richard advises that price is the major consideration by the Town Council when all else is equal. The concern with Lifecare Design is that they were under estimating the scope, but we checked their references which were very solid professional references. The recommendation that comes from the Committee needs to reflect price since this is a limited project. Jack felt that Salamone & Associates were the best qualified for this project, but we are trying to anticipate what the Council will ask for, perhaps the best qualified is not what the Town Council will be looking for.

Tony asks about them underestimating the project, is there a chance we get into the project and they realize they did not allocate enough hours and now we need to pay more. Richard and Michelle advise that they have made it clear there is no more money for this phase of the project.

Michelle advises they just completed a senior center for the City of Hartford; she spoke with two different people from the City, who both spoke very highly of Lifecare Design. They were tuned in to their budget, they made it well lit for the seniors, they used glass block, and was aware of depth perception of seniors and took that into consideration when choosing flooring so the seniors could judge where they were walking.

Richard would like to move this forward and get it on the agenda for the first meeting of the Town Council in September, at that time our goal would be to have the recommended firm for Stanley T. Williams Elementary School Interior Renovation Project and the Swajchuk property with presentations.

Tony asks if there will be separate architects from Phase 1 and Phase 2. Yes, it would go out to bid for Phase 2.

Victor asks about keeping them for Phase 2. Richard advises that we have hourly rates included in this phase, the scope for Phase 2 being State funded will need to go out to bid. It will be a separate grant, and the work will be very different from Phase 1, Phase 2 will be site work.

Steve asks if the mechanical consultant fee is included in the architect's fee, yes it is included. How is the project going to be handled? Clerk of the works? Richard does not believe it makes a difference in the contract.

Tom feels comfortable with the mechanical portion, Richard advises there is not much exposure, only 2 walls being opened with a floor area.

Tony asks if Loureiro actually does the mechanical work. They are a design firm, they are out of Plainville. He asked if their design was similar to Salamone. Richard advises that Salamone gave a little more detail in their design and what types of units they would use. Loureiro did not look at it in great detail. They felt this was preliminary, they will do what they need to do.

Tom makes a motion to recommend Lifecare Design to the Town Council for Phase 1 of the project. Motion seconded by Kirk. The motion was approved unanimously.

Adjournment: On a motion made by Tony, seconded by Kirk, approved unanimously, the meeting adjourned at 8:16 p.m.

Respectfully submitted,

Janet Canning, Clerk