

**PERMANENT PROJECT BUILDING COMMITTEE**

**Stanley T. Williams School  
Monday, April 11, 2011**

**MINUTES OF REGULAR MEETING**

Vice Chairman Steve Whalen called the meeting to order at 7:00 p.m.

**Roll Call:** Steve Whalen, Jack Krasko, Kirk Engstrom, Tom Bailey, David McMahon, Chris Manna (arrived late)

**Absent:** Al DeRosa, Tony Sidera, Carol Davidson, Carolyn Candelora

**Others Present:** Michelle Knockwood, Purchasing Assistant; Larry Secor, Nafis & Young Engineers; Richard Branigan, Town Manager; Michael Scott, Newman Architects; Bruce Hoff, Turner Construction; Mayor Candelora; Joan Candelora; Brian Lynch, Parks & Recreation Dept Chairman.; Pamela Gery, Parks & Recreation Dept. Director; Victor Palma, Parks & Recreation Dept. Vice Chairman, Rose Angeloni, Town Council

Jack makes a motion to adjourn to Executive Session, motion seconded by Dave, approved unanimously.

Jack makes a motion to include in the Executive Session our legal staff, Jeff Donofrio, Larry Secor and Michelle Knockwood. Motion seconded by Dave, approved the amended motion unanimously at 7:03 PM

Motion made by Jack at 7:25 PM to resume the regular meeting, motion seconded by Dave, approved unanimously.

**Citizens Statements:** None.

**Introduction of new members to the Committee:** New members joining the Committee for the Stanley T. Williams Renovation Project. The members are:

Rose Angeloni, Town Council Member

Brian Lynch, Parks and Recreation Chairman

Victor Palma, (alternate) Parks and Recreation Vice Chairman

Members just received their letters of appointment, they have not been sworn in as of this meeting. They are welcome to stay for this meeting.

### **NBIS Renovation and Expansion Project**

a). Approval of Minutes for the 3/14/2011 Meeting: Dave makes a motion to approve the minutes, motion seconded by Kirk, approved unanimously.

b). Report and Action (if required). Michelle mentions the updated punch list in everyone's packet.

c). Review of Punch List: Bruce goes over what is done and what is still outstanding. The punch list indicates what has been completed. He still needs to take care of a few items, one item being Item #223. The tile was not part of the original punch list. He also mentions Item 371 in the Theater Arts Room needs to be taken care of; he will have to grind it down. For Item #380, a patch kit is needed; the kit is not being shipped until the end of the month. Some of the items listed came up after the original punch list was done. All of the ceiling tiles in the science room have been done. Where the fire alarm system is located the tiles were not replaced, he did not want to set off the alarm, so the facilities people should do this. For Item #386, he has assigned the contractors on Sunday (4/10/11), they were sent emails. He would like to meet with them when school is out for vacation.

d). Quotes (3) for additional IT items per BOE. Michelle explains that the total spent so far for IT items is \$909,547.64, leaving a balance of \$40,452.36. The additional items listed from the BOE total \$50,660.60, so they want to get all of their items out of this project, if the Committee chooses to approve.

Dave makes a motion to approve the quote for Apple Inc., in the amount of \$36,648., motion seconded by Chris.

Discussion: Jack feels there should be justification, why weren't the original IMACs in his original quote? Who is approving the justification of what is being asked for? The original IT budget was \$750,000, which was approved, an additional \$200,000 was allocated, bringing the total IT budget to \$950,000.

Michelle explains that \$25,000. was taken out of the IT package for the sign, and placed in the construction funding. So there is only a balance available in the IT account of \$40,452.36.

Richard asks if the question is not to go over the \$950,000. or not to do any more technology?

Jack feels the BOE should be held to the cap of \$950,000.

Regarding the motion on the floor, Dave amends his motion to spend up to the cap of \$950,000. Motion is seconded by Tom, approved unanimously.

Bills to Pay:

Kirk makes a motion to approve the following invoices:

Greenwood Industries	Application #17	\$17,885.65
Ciulla & Donofrio	Invoice #14479	\$ 562.50
Nafis & Young	Invoice #101-11	\$ 1,085.00
New Haven Sign (50% deposit)	Invoice #02767	\$19,400.00

Motion seconded by Dave.

Discussion: Richard advises that on Greenwood we have not heard back on extending the roof warranty another 5 years.

Motion approved unanimously.

1). Dave makes a motion to approve PCO #343, Ferguson Electrical, tele-data stubup in the amount of \$26,915.00, seconded by Jack, this is for full settlement on that PCO, approved unanimously.

2). Release of retainage:

Advanced Performance Glass:	\$40,000.00
CT Mason	\$31,428.00

Michelle has received a call from APG looking for an answer as to when their retainage will be released. Once they receive the letter from Mark Caputo they will realize there is still more work to be done.

Above two items will be discussed at the next meeting.

3). Greenwood – extended warranty—no response to our letter dated 3/29/11, already mentioned by Richard

4). IT requests for additional items for BOE – already discussed above

5). Release of performance bonds

Michelle advises that there is one item missing from the list, Warehouse Fixtures, for the kitchen.

Kirk makes a motion to approve the release of the following performance bonds:

AAIS  
Atlantic Masonry Products  
M. Frank Higgins  
Kelly Bros. Hardware  
Kone  
Lyon Workspace  
SG Milazzo  
WJ Mountford  
Nova Wood Products  
Simplex Grinnell  
United Steel  
Xenelis  
Warehouse Fixtures

Motion seconded by Tom, approved unanimously.

Michael Scott asks about the meeting with Attorney Donofrio, Michelle advises that Attorney Donofrio will get in touch with Richard on Monday and set up a time for everyone to meet to bring the issue to a close. Richard advises that the Committee met in Executive Session and it was decided that Jeff will be the go between in this matter.

Larry Secor will send an email if he needs more funds for his hours.

**Financial Report:** review

**Atwater Library Renovation and Expansion Project**

Michelle advises that we have not received the bill for the lighting over the circulation desk in the children's room.

Richard advises there will be a bill coming in for additional signage for warning signs, probably a couple hundred of dollars. He received notification that the Historical Society would like to be involved with this.

Steve asks Richard about the closeout report on Atwater. The Permanent Project Committee will submit a report to the Town Council advising the completion of the Atwater Library Renovation and Expansion Project. Richard will look at the last closeout format, or possibly just a summary that will need to be completed.

a). Approval of Minutes for Atwater Library

Kirk makes a motion to approve the minutes from the 3/14/2011 meeting, motion seconded by Tom, approved unanimously.

b). Report and Action (if required)

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

Review of documentation of the budget detail, estimated costs for Stanley T. Williams Conversion Project.

Richard explains that the grant application to the State that is in everyone's packets was originally for \$500,000., the State approved \$200,000. Rough numbers were allocated to get the budget started. This package needs to be put out to bid. The Committee needs to move the project toward construction, and to refine the budget to more accurate numbers. The Committee needs to make a recommendation to the Town Council for an architectural firm, this will be done as an RFP. There are restrictions on this grant, such as prevailing wage, that will limit a number of things.

Steve discusses the project being done in different phases. The most important items being addressed first. The air conditioning must be done, including the gym. The HVAC has already been addressed by the BOE. The system has been separated by changing out some of the valves.

Richard asks Pam for a priority listing in what would be in Phase I and a priority listing for Phase 2. The Committee has experience with the RFP for the architect selection, it must be code compliant.

Brian asks about the architect giving us an estimate on each Phase. Jack advises that this can be done, it is usually normal procedure.

Jack asks if the roof is structurally sound. Rose Angeloni advises that a recent roof report from the BOE advises there are no known leaks to the building. A copy of the report will be obtained to find out the age of the roof.

Committee discusses how the programs will flow, not addressing seniors separately, but as a Community Center, joint use of the rooms. The scheduling of the rooms will need to be discussed.

Richard advises that he has already received interest from a couple of architects interested in the project.

Tom asks if anyone has checked on the asbestos/hazmat situation in the building. Richard advises not to his knowledge. The building was an active school until last June.

Steve mentions that as a result of this project there would be two vacant Town buildings. One of the buildings, the Community Center will be very marketable. He was wondering with the future sale of the buildings has consideration been given that there may be potential income from the sale allowing some allocation of the sale to short-term borrowing into this project.

Richard addresses the issue by explaining that there has been some consideration going back a number of years with a Yale study being done and the Rt. 80 corridor. There are potential uses for the Community Center, possible conversion to commercial redevelopment. Could the money be used for short term borrowing? That would be up to the Town Council to decide. As far as the North Branford Hall, and its potential use, there may still be Town offices there and perhaps used for programming for that side of Town.

Richard advises that the new members to the Committee need to be sworn in. Next meeting this will be an agenda item, a draft of what the last RFP looked like, and a priority list of project details. The (4) members, Pam, Rose, Brian and Victor should make the Phase I list.

The list should include items that the building must have, ex. air conditioning. After these items are addressed there should be an Equipment Budget for the Community Center for all age groups. There are items in storage from projects that were closed out. These items are Town recapture items.

Jack asks about the room we are in, this is shared space.

An explanation is given that this Committee meets the second Tuesday of the month, in the Town Council Chambers at the Town Hall. The projects rotate on a monthly basis, one month NBIS Project will be first and STW Project second, the following month STW Project first and the NBIS Project second.

Adjournment: On a motion made by Kirk, seconded by Tom, approved unanimously, the meeting adjourned at 8:34 p.m.

Respectfully submitted,

Janet Canning, Clerk

