

PERMANENT PROJECT BUILDING COMMITTEE

**Town Council Chambers
North Branford Town Hall
Monday, May 9, 2011**

Member Jack Krasko called the meeting to order at 7:00 p.m.

Roll Call: Jack Krasko, Tony Sidera, Kirk Engstrom (arrived 7:05 p.m.), Tom Bailey, David McMahon, Rose Angeloni, Brian Lynch (arrived 7:20 p.m.), Victor Palma (arrived 7:20 p.m.)

Absent: Steven Whalen, Al DeRosa, Chris Manna

Others Present: Michelle Knockwood, Purchasing Assistant; Larry Secor, Nafis & Young Engineers; Richard Branigan, Town Manager; Anthony Caldelora, Mayor; Bruce Hoff, Turner Construction Co.; Pam Gery, Park & Recreation Dept.

Citizens Statements: None.

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

Review RFP draft for architect for this project. The draft was received by email, it is also included in the packets at tonight's meeting. Richard advises that Pam has consulted with the Parks and Recreation Committee and submitted a list of items she felt needed to be addressed as part of the project. They are not in a priority order, but need to be addressed. Richard categorized into Phase 1 and Phase 2, numbers were not put in for Phase 2 due to lack of money for Phase 2 at this point. Richard feels most of the architectural work can be done for \$13,000, a small amount has been included for contingency at 10%.

Jack mentions that this project was not given to the Committee as two different phases, certain amount of money for Phase 1 and Phase 2. Richard advises that another amount of STEAP Funds will be applied for, it first has to go to the Town Council in the next few weeks. The STEAP Funds may be enough to pay for Phase 2.

Anthony asks if we are asking the architect to manage the project. Richard advises the architect will check once a week to monitor the progress. Since the project is so small the Building Committee will serve as the general contractor, unless the Committee wants to put out a package with one GC for the entire project. This would require prevailing wage, which would take another 10% out of the project funds. Jack recommends no general contractor, since the project is too small and this would consume more of the funds for the project.

Dave wants to know who will be held accountable at the end of the project. Rose comments the project is too small. Jack feels the first step is to send it out to the architect. Tom is leery of the first item listed, \$55,000 for upgrading heating and air conditioning; there are unforeseeable issues with these items. Rose comments that there is no air conditioning, just the units on the wall. Richard comments the school has been used, except for the portables, the air conditioning is the only variable.

Larry comments on possible asbestos. Richard explains what the actual renovations consist of. This is a minimal project.

We cannot operate the building without air conditioning. Richard requests that the Committee look at the priority list. The project must be bid out as separate components to keep track of the costs.

Jack asks if Wallingford Electric offers an incentive program similar to UI's Light Up the Night. Richard advises they will install a flood pack for the parking lot that is an operating expense. It is definitely needed for safety and security. The lighting issue in the parking lot is discussed.

Tony is still not clear on Phase 1 and Phase 2. Richard explains there is no correlation between Phase I and Phase 2 of the RFP and the items listed on our Phase 2 spreadsheet.

Tony makes a motion to send the scope of services out to the architect for competitive bids, motion seconded by Kirk. The items listed on Phase 2 of the matrix will be deleted from the bid, unless it is called a different name. If the bid comes in under \$170,000 from this list, can we add these items as second priorities.

Tony mentions that since this is a Community Center is there a possibility of the community helping out with services that we do not have funds for. Possible service projects for the Boy Scouts. This is food for thought down the road.

Motion approved unanimously.

Richard advises that the Northford Women's Club has advised that they wish to donate the first outdoor bench for the seniors. The Committee should have the catalog items ready when people donate money for items.

Tony asks about a mover being included in this matrix. The fitness equipment will require a professional to uninstall and move, Pam believes you do need one.

Tom requests certain wording in the contracts pertaining to certification, State law, OSHA 10, etc. Michelle advises it is already there.

Jack feels we should send this out to bid and see how it comes back.

Tony feels we have left items off the list. We need to wait till we hear back from the architect. Jack advises we have a contingency to pay for the moving.

Jack advises that once this project gets moving the Police Department will need to start giving tickets for the vehicles that park in the fire lane. This happens when the ball fields are in use, and activities are going on in the building.

Tony also asks that once the project starts we have our meetings at the site so we can see the progress being made.

Brian asks how functional is the kitchen equipment at STW. Richard's take on it is that the equipment that is there belongs to the Town of North Branford, we will use what is available to us, it is state of the art equipment.

Financial Report

Report submitted by Anthony Esposito, review at your leisure.

NBIS Renovation and Expansion Project

a). Approval of Minutes for NBIS

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

b). Report and Action

Larry advises that APG came in and replaced bands in the windows, they corrected the problem of water going backwards instead of forward. On the backside of the building the roof membrane was never sealed at the top, this was sealed. From Larry's standpoint they have done everything they can do, they are looking for their retainage. Larry has no problem with releasing 50% of what is being held. He still feels we are going to get heavy rains this summer and he would like to see what is going to happen.

Jack asks if Greenwood has provided the piece of flashing for the roof, Larry advises the flashing is on the kitchen roof. Bruce advises that CT Mason is coming in on Saturday to install it.

Larry advises that there are slices on the roof from shoveling. Greenwood's original bid to repair was \$10,000. Larry has now found 80 new slices. Greenwood has patched the roof and repaired the screws that backed out. They have repaired everything they needed to do, that cost for additional work will be an extra.

Jack asks about the antenna on the roof that is still lying on its side. According to Larry it must come off the roof, or be bolted on something that is not on the roof. The facilities BOE guy has been notified of this. Larry also mentions that the stack that is on the roof, two of the guide wires have been taken off, this also needs to be fixed or the stack is going to fall.

Richard had previously asked the Superintendent of Schools about the antenna, if it is not functioning, why is it continuing to be there. No one supervised the original installation. It was not part of the project. He has not heard back from the Superintendent on this.

Jack suggests a motion be made by the Building Committee that the Town Manager write a letter on behalf of the Building Committee to the Superintendent of Schools demanding the guide wires on the stack and the antenna be straightened out.

Kirk makes a motion giving the authority to the Town Manager on behalf of the Committee to write a letter to the Superintendent of Schools, with a copy to all Board of Education Members, demanding the guide wires on the stack and the antenna be straightened out. Tony seconds the motion, approved unanimously.

Larry explains that he has placed numerous calls to R&M Painting to paint the breeching system. They have not returned his calls. This is a \$1600. job. Jack asks Bruce to call R&M to see what he can find out.

Larry needs more money added to his PO. He has sent a letter to Steve. He asked for \$2,000. thru the end of June. He needs additional money for the following:

- 5 people to close out
- check on the masons
- issues with the lighting—it is not turning off

Larry feels Ferguson is done with their work. HVAC has fixed the heat belt. He feels by next meeting everyone will be closed out.

Richard asks Bruce about the punch list. The only item he has left is the shower basin. He is still waiting for the patch kits, once they come in, he will repair.

We have not heard back from Greenwood as far as the warranty extension. The roof is rated for 30" of snow, when you get more than that you are getting in a trouble area.

Bruce recommends a roof maintenance program for the BOE.

Larry recommends to the Committee that we keep Mark Caputo through the end of the last two fixes. He is billed out to the maximum. We need a request for a change order. This is money very well spent.

Bills to pay:

Kirk makes a motion to pay the following invoices:

Apple	Invoice #9871411169	\$35,852.35
Apple	Invoice #9871438923	\$ 3,981.76
MA Caputo Assoc.	Invoice #NBS11-1	\$ 2,625.00
MA Caputo Assoc.	Invoice #NBS11-2	\$ 525.00* Extra
Ciulla & Donofrio	Invoice #14583	\$ 450.00
Nafis & Young	Invoice #123-11	\$ 744.00

Motion seconded by Dave.

Jack asks if we are keeping track of the technology budget for the BOE. Yes, Michelle advises that she is.

Motion approved unanimously.

Release of Retention:

Advanced Performance Glass \$40,000.

Larry recommended releasing 50% of their retention, Bruce feels they have been more than helpful, they will not walk away if there is a problem. Jack feels we should give them back \$30,000, and hold \$10,000.

CT Mason \$31,428.00

They owe us some work. Jack recommends we hold \$10,000. from them as well.

Kirk makes a motion to release retention for Advanced Performance Glass in the amount of \$30,000. and keep \$10,000, and for Connecticut Mason's it would be \$21,428. holding back \$10,000.

Larry comments that he shows CT Mason's amount to be \$31,457.50, whatever it is we will hold back \$10,000.

Motion seconded by Dave, approved unanimously.

Release of Performance Bonds:

Michelle advises that she has not received the final billing from Ferguson or Greenwood. She suggests we should hold off at this point.

The release of all 5 performance bonds should be tabled.

Kirk makes a motion to continue to hold on to the performance bonds for APG, CT Mason, Ferguson, Greenwood Roofing and R&M Painting. Motion seconded by Dave, approved unanimously.

Discussion:

Mark Caputo Associates: Need additional funds: He needs \$525. There is enough money on his purchase order to pay \$2625, extra work he has done is the \$525. There is not enough money on the PO for the \$525. We need to give him the \$525, plus if we want him to do additional work. Richard recommends an additional \$1500 on the PO which would make it a total of \$2,000 total of which the \$525 comes out of.

Dave makes a motion for Caputo Associates for additional funds in the amount of \$2,000. Kirk seconds the motion, approved unanimously.

Dave makes a motion for an additional \$2,000 for Nafis & Young, motion seconded by Kirk, approved unanimously.

Trident Letter: the water damage to the gym floor is not covered, the Town has a \$50,000. deductible on the building.

Newman – final sign offs, paperwork, etc.

All as-built drawings have been turned over to Bill Choti. The as-builts are left in the storage room, actually in the electrical room, they should be at the Town Hall. The permanent record that we presently have at the Town Hall has the building permit sets, what was bid, is what the Town has. The Town should have the master set of drawings, one set should be with the building department. We will need these for the final audit.

Richard has an obligation to the Police Dept. in case something happens in one of the buildings to provide these as-built drawings to them.

This should be added to Richard's letter (regarding antenna and guide wires).

Atwater Library: Letter from Mark Schoenhardt to the State Library, the building is built and finished, 100% to specs, so we now should get our funds.

No further news on Newman Architects. Nothing has been heard yet on the Errors and Omissions.

Adjournment: On a motion made by Dave, seconded by Kirk, approved unanimously, the meeting adjourned at 8:21 p.m.

Respectfully submitted,

Janet Canning, Clerk