

**PERMANENT PROJECT BUILDING COMMITTEE**

**Town Council Chambers  
North Branford Town Hall  
Monday, August 9, 2010**

**MINUTES OF REGULAR MEETING**

Vice Chairman Steve Whalen, called the meeting to order at 7:09 p.m.

**Roll Call:** Steve Whalen, Jack Krasko, Tony Sidera, Kirk Engstrom, Tom Bailey, David McMahon, Chris Manna, Carol Davidson

**Absent:** Al DeRosa, Carolyn Candelora

**Others Present:** Michelle Knockwood, Purchasing Assistant; Bob Hull, Libraries; Bill Choti, BOE; Larry Secor, Nafis & Young Engineers; Erik Bengston, Turner Construction Co.; Richard Branigan, Town Manager; Bruce Hoff, Turner Construction Co.; Scott Schoonmaker, BOE; Anthony Esposito, Finance Director, Anthony Candelora, Mayor; Michael Scott, Newman Architects; Brian Oblon, Arcadis

**Citizens Statements:** None.

**Atwater Library Renovation and Expansion Project**

a) Approval of Minutes for Atwater Library:

November 9, 2009 meeting: Jack makes a motion to approve the minutes, seconded by Tony, approved unanimously.

December 28, 2009 meeting: Carol makes a motion to approve the minutes, seconded by Tony, approved unanimously.

March 22, 2010 meeting: Tony makes a motion to approve the minutes, seconded by Carol, approved unanimously.

April 12, 2010 meeting: Tom makes a motion to approve the minutes, seconded by Jack, approved unanimously.

May 10, 2010 meeting. Jack makes a motion to approve the minutes, seconded by Kirk, approved unanimously.

July 12, 2010 meeting. Kirk makes a motion to approve the minutes, seconded by Carol, approved unanimously.

#### b) Report and Action

The library opened today. The 14 items that were on the punchlist are all done, including the hanging glass lights.

There is an issue with the area of refuge. The design team stated in changing the design of the building there was a coordination issue. The architects agreed they made the error. They (Schoenhardt) will pay for the difference between the original cost and the cost now. Jack asks what percent of the project was change orders? Unfortunately Brian does not know. Tom questions the two areas of refuge, the delay was due to the fact that there was no call box in there? Brian advises that there was no call box in area 115, Tom asks why one wasn't required in the other area? In area 116 it is not needed, no call button required by code.

Anthony advises 6 ½ % for change orders.

Brian states an application was made to the lawn today. The second week in September they will be reseeding the lawn.

Carol asks about the removal of the dead tree on the property. Brian advises that there are a couple of things that need to be replaced, the juniper is not going to make it, neither will the tree in the back. The thought is to wait till after winter to see if it comes back, some things will not come back, unless we want something different. Richard suggests it be replaced when they come to seed in September, and let it adjust itself before the winter, then a (1) year warranty from this fall. Brian does not see a problem with this. Carol mentions the tree as you are entering the parking lot, she feels it is dead. Brian feels it is not dead.

In the previous minutes it mentioned an exit sign needed to be changed, per the fire marshal. There was a door and closet next to each other, he requested an arrow. This has been done. There is no charge, the electrical contractor changed this, so no change order will be issued.

When books are placed on the circulation desk downstairs it seems to flex, causes a problem with the drawer on the other side. To correct this problem it needs an intermediate brace. The cost is \$620. This will be submitted in the future.

When Keith returns he will finalize the financials for the library.

Bob advises the first day of operation went very well, everyone seems pleased with how things are going.

Tom asks about the snow melt system. It originally was priced at \$17,500 firm, now it is at \$5,800. How did it get reduced? Richard advises that the building official and the electrical inspector got together with the design team. They asked the design team to prove that the existing panel off the Community Room could not handle the load. On paper the electrical panel was not sufficient to handle the load. But looking at the overall operation of the building, the demand on it is in the winter time for the ice melt system and the demand is also on it for HVAC during the summer months. If you can offset those demands the panel should be sufficient. The building official said this will work, go ahead and do it. Brian advises that the \$17,500 was for the cost of running the electrical from the main mechanical room in the basement.

Richard mentions there is an issue with the cost of the area of refuge. We need to make a formal approval of the amount that was done by email.

Bills to pay for Atwater Library. Before this is addressed, Jack questions what was the Omega Painting at Smith Library on 7/20/2010. This was for touchup in a few areas, walls chipped and trim needed work. Normally for something of this nature Jack would get a phone call to go over it. His concern is that we did not approve it. Jack wants to know how the work got completed.

Jack makes a motion to approve the following invoices:

|                       |                                      |             |
|-----------------------|--------------------------------------|-------------|
| Cosgrove Construction | Application #11                      | \$ 8,621.25 |
| Desco Prof. Bldrs     | Application #3 (retainage)           | \$20,899.63 |
| Desco Prof. Bldrs     | Inv. # 2010-7394                     | \$ 4,950.00 |
| Eagle Elevator        | Application #1 (billing & retainage) | \$25,527.00 |
| Pat Munger Const.     | Application #10 (retainage)          | \$28,334.67 |
| Omega Painting        | Application #4 (retainage)           | \$ 4,067.25 |
| Spectrum Floors       | Application #5 (retainage)           | \$ 3,828.00 |
| Statewide Electric    | Application #10 (retainage)          | \$14,841.65 |
| Topper & Griggs       | Application #8 (retainage)           | \$ 4,950.43 |
| United Glass          | Application #3 (retainage)           | \$ 2,293.36 |
| Allen Display         | Invoice #I-005056                    | \$ 2,171.05 |
| Insalco               | Invoice #1107                        | \$ 693.60   |
| Library Designs       | Invoice # 3917                       | \$ 609.35   |
| Wm. Meyer Inc.        | Invoice # COM-445-0/1                | \$ 6,440.00 |
| Wm. Meyer Inc.        | Invoice #C1048/14                    | \$ 192.00   |
| MT Group              | Invoice #MTCT110990                  | \$ 675.00   |
| MT Group              | Invoice #MTCT111199                  | \$ 250.00   |
| Pinnacle One          | Invoice #0333393                     | \$35,602.99 |
| PSI-NESP              | Invoice #5722                        | \$46,799.73 |

|                       |                 |             |
|-----------------------|-----------------|-------------|
| PSI-NESP              | Invoice #5728   | \$35,218.17 |
| PSI-NESP              | Invoice #5746   | \$ 254.47   |
| PSI-NESP              | Invoice #5748   | \$10,144.35 |
| Valley Communications | Invoice #594160 | \$ 2,320.78 |

Kirk seconds the motion. Approved unanimously.

Smith Library

|                |                       |             |
|----------------|-----------------------|-------------|
| Omega Painting | Invoice dated 7/20/10 | \$ 1,345.00 |
|----------------|-----------------------|-------------|

Jack wants to know how this was done, what was the request process? Bob made the request, but he does not know about the approval process. Jack just wants the correct process followed. How the work got done without going through the Board? Brian will check with Keith when he returns on Thursday.

Jack makes a motion to approve the invoice dated 7/2/2010 for Omega Painting for \$1,345.00, second by Kirk, approved unanimously.

Jack makes a formal motion from Pinnacle One to come back to the Committee to show how the approval process went for the Omega invoice. Motion seconded by Kirk, approved unanimously.

Richard would like a motion on the area of refuge issue. \$7,334.00 for the system connection for the area of refuge as required by the fire code. Jack makes a motion to approve, seconded by Tom. Richard requests that Pinnacle One submit a formal change order for this that we can put in the file. Add this to the motion, with the change order number with it, approved unanimously.

**Financial Report by Anthony Esposito, Finance Director**

Anthony reviews the numbers for the libraries. Looks like \$480,000 under budget, which will reduce the borrowing for next year.

NBIS is 1 million to 1.5 million under budget

Next month meeting he will have concrete figures. The last cost to incur will be in November with the bonding. Favorable on both fronts, we are under budget. Anthony explains the bonding process to the Committee.

**NBIS Renovation and Expansion Project**

a). Approval of Minutes for NBIS

April 12, 2010 meeting: Motion made by Dave, seconded by Tom, approved unanimously.

May 10, 2010 meeting: Motion made by Dave, seconded by Kirk, approved unanimously.

July 12, 2010 meeting. Motion made by Dave, seconded by Chris, approved unanimously.

b). Report and Action

Erik has 5 LR's to be presented tonight.

LR #301 – PCO 319 – grading and drainage at west side of NBIS, Xenelis, \$36,714.00  
Previously approved, but the actual paperwork was never submitted. There have been several revisions back and forth. Steve asks Richard if he still has questions from the last meeting on this item. The work that might not have been done. Richard's question whether we received a final punch list from Xenelis, or Langdon, or Newman whether the work prior to this drainage work met the punch list requirements, if it did not was there a credit due and if there is a credit due, it should be in the form of a change order, that would be helping to offset this amount. To date Richard has not seen an answer to this question. Steve mentions that Bruce had mentioned Xenelis was going to do a berm and not charge, which sounded like a trade off. Still does not answer the question if this site was punched out. Michael Scott advises he has the punch list from March, he will email this to Richard tomorrow. We need to know what Xenelis is presenting here, versus what was on the original punchlist. Steve questions Bruce on Xenelis putting in a berm and not charging us for it, was that meant to be a tradeoff for work that had not been completed? Bruce advises no, it was not a tradeoff.

Richard mentions a discussion from this afternoon about the area next to the gym. He discussed excavating the sidewalk and the westerly wall of the gym, and sealing that, jack under the sidewalk and tie into the existing yard drain. He asks if anyone knows where we stand with that work? Are we getting an estimate from Xenelis for that or do we need a drawing from Langdon for that? Langdon was going to do a field coordination as needed with Xenelis, Bill Choti agrees with this. Richard states, there will be no surface drainage, all sub-drainage.

LR-302, PCO-266: This is a cumulative change order for work that was done in the Tech Ed. Room. Item 1: Ferguson Electric: \$1,641.00 – additional power requirements for existing equipment not indicated in the base contract for the Tech Ed. Room – 3 additional outlets. Item 2: Ferguson Electric: \$2,506.00 – furnish and install 208 to 230 transformer to the band saw in D102 Tech Ed, and to power dust collector in D102 Tech Ed. Item 3: SG Milazzo: \$344.00 – cut in access panels in ceiling @ tech ed room D102 to allow for installation of supports for ceiling hung particle filter. Item 4: Ferguson Electric: \$4,487.00 – install quad receptacle drops for scroll saws, wire cord reels, and extend circuit for table saw. Item 5: Ferguson Mechanical: \$1,595.00 – furnish and install ductwork for the spray booth. Total Change order: \$10,573.00

LR-303, PCO-340- repointing of the chimney to help eliminate water leaks in the building after walk through. Also to patch existing spots on the existing brick – CT Masons: \$1,392.00 – Richard asks Larry if he is tracking this against the drainage issues?

LR-304, PCO-096 – Item 1, United Steel: \$17,014.00. Furnish and install equipment rails at ACCU's. The largest of the ACCU's had to sit elevated off the rubber roof in order for the piping to be properly installed. Item #2, Ferguson Mechanical, \$3,225.00 – layout and shim ACCU dunnage

LR-305, PCO-341 – closeout of unspent allowances for SG Milazzo (-\$2,464.00)

LR-304: Jack questions the unit that was purchased by Ferguson, how it would have mounted. Larry advises that all condensing units had to be raised up 18". When the roof was ripped off they saw the steel had to be beefed up, they did not know this until the roof was taken off. Larry advises when you renovate an older building you have to work with what you have.

The above 5 PCO's are on the letter from Nafis & Young dated August 6, 2010. Kirk makes a motion to approve PCO #319 (\$36,714.00) , PCO #266 (\$10,573.00), PCO #340 (\$1,392.00), PCO #096 (\$20,239.00) and PCO #341(-\$2,464.00) as read, Dave seconds the motion, approved unanimously.

Close out status: Phil Mazzotti is working diligently on change orders, close outs. Pretty much caught up with the State change orders to date. Michelle advises the biggest problem is back charges, paperwork going back and forth, and now we are closing out final paperwork. We have the template and we will start doing the paperwork for back charges. Erik was not aware that we needed a change order for back charges for accounting purposes.

Erik states Phil is coming to a close with the majority of the contractors, probably next month. The difficult ones will be Greenwood and Ferguson Mechanical and Electrical.

Michelle mentions that the electricity bill for the trailer is forthcoming, for 2 years to Ferguson for using our meter. Bruce requested a copy of the invoice.

Another note, the painter's punchlist, R&M, is 100%, as well as Nova Wood Products. Thursday the air balancing will be done, Friday Horizon will be in. In the Tech Ed. Room, all the duct work is done, the door louvre for the spray booth has been ordered today.

There is an issue with the gym floor, the west wall is bowed to the center. From center court to underneath the basket, a 4 foot span. It was repaired, painted and sealed four times. Doesn't know when the floor will settle. It is noticeable, and there is a safety concern. They are hoping the air system will dehumidify it. The flooring contractor will be contacted by Larry.

Larry's contract extension issue is discussed. According to Michelle his account is \$1500. in the negative. Needs additional money. Letter in the package dated August 2, 2010 explaining that he will be working approximately 10 hours a week, 100 additional hours. (27 ½ hours on the drainage issue, 5-6 hours on the gym floor issue). \$6200. will cover this month, and into next month. Tony makes a motion to extend Nafis and Young for 100 additional hours at \$62.00 per hour for the amount of \$6,200. Motion second by Tom. Hours are for Larry's services. Approved unanimously.

Building Sign for Foxon Road: Michael Scott explains that Newman compiled a sketch for the Zoning Board of Appeals. There is a desire to obtain bids. He put together for the Town documents for the bid support for the sign. Should have a \$4500. cap on this. Jack makes a motion to approve \$4,500 to Newman Architects to provide the documentation, bid support, construction, and administration for the sign, not to exceed \$4,500. Seconded by Dave, approved unanimously.

Bill Choti advises that Firestone has sent the warranty for the roof. Wants to know who should accept the warranty, the Building Committee or the BOE? Per Jack we accept the roof, then turn the building over to the BOE. Bill advises that there is still an issue about the 5" and 9" edging, this has not been resolved, still not sure if it meets the bid specs. Jack assumes this has been resolved. Richard advises that we do have the warranty, but there is still a discrepancy as to whether the 5" vs the 9" met bid specification. Larry advises this is an open item. He spoke with Peter Horton, he wants the cost amount, may deduct from retainage and have someone else do it, or accept as is. They have worked on the punchlist, but they still have work to do. Bill is going to keep a copy of the warranty, and the Town gets the original. Newman is tracking the punchlist for the roof for Greenwood. Bruce advises there is a whole ordeal behind the 5" vs 9", they are waiting for a letter from Greenwood, also need a punchlist from Peter Horton with costs. Greenwood is waiting for material, they should be out by the end of this week, or the beginning of next week.

Bill Choti wants to know when warranties begin on certain machines. On the elevator he has a warranty issue, does it start the date of completion? Kone has advised that we are out of the warranty period. He has been told that some of the warranties started in January, so he is 8 months into them. There are (2) problems with the generator. One is a neighbor problem. The generator turns itself on/and off, the neighbor is complaining about this. Cummings says the equipment is out of warranty. Bill remembers someone saying the warranty begins when the building is completed, but the equipment manufacturers are saying that when we put it in place, that is when the warranty began. Bill wants to know when the warranty period began on this project. Bill advises the neighbor may be coming to a meeting with the Building Committee to discuss this, he has just about had it. He will first be going to Planning and Zoning. Richard asks if we can have someone come out and service the generator, yes, someone is coming out Thursday, then we will go from there. Another issue is the air handlers on the roof, because we have not completed air balancing, we have already accepted them as ours, and they are not running properly. We are also getting condensation in the building. Bill is not sure if it is a Trane issue, or a control issue. Both of these people are coming in. Trane is coming

back to repair them, but the controls people are saying you already accepted the controls, if you want us to come back you have to purchase a maintenance contract with them, since the warranty has expired. Jack asks when we started using the equipment, 2 ½ years ago when it was placed on the roof. No, according to Jack, this was a phased-in project. Cafeteria wing went online April 2009, units C&D went online January 15th. Bruce will make a call to Ferguson on the generators, this is the first Bruce has heard of this. Michael thinks this should be Ferguson's duty to take care of warranties from 2009 to 2011, the bid scopes are pretty clear on this. Has Ferguson sent in the warranty cards to the manufacturers? Bill advises Cummings did an update on the generator 3 weeks ago on a problem they had, we don't know if this is when it all started, Bill will let us know the outcome after Thursday.

Bills to pay, but some need discussion first.

\*Forth Sport Floors: the gym floor issue, will be holding up payment on this.

Newman bills: Michelle advises the letter from DTC, the extension of the contract has a dollar amount, but nothing from Langan, needs to know what the maximum amount is. Should approve them, as long as none of them exceed their proposals. Recommendation to pay, with subject to potential claim down the road. The bottom 2 items for Newman Architects are contract extension related, but Michelle is saying the PBCC has approved additional amounts, if these invoices fall within this amount then we will pay them. If not, we will hold up the payment, and come back to the Board for approval. The two above that are water infiltration services that were provided by Langan, they should be compensated, but the accountability of it remains to be seen. Recommendation is to pay all, subject to these conditions.

Per Steve, pay all but Forth Sport Floors, correct per Richard.

Dave makes a motion to pay the following bills:

**NBIS**

|                             |                                      |             |
|-----------------------------|--------------------------------------|-------------|
| Nova Wood Products          | Application #9                       | \$ 9,528.70 |
| Nova Wood Products          | Application #10 (retainage)          | \$32,408.85 |
| R&M Painting (final)        | Application #12 (bill and retainage) | \$16,577.55 |
| Xenelis Construction        | Application #23                      | \$31,045.95 |
| Xenelis Construction        | Invoice #3677                        | \$ 3,262.00 |
| Ciulla & Donofrio           | Invoice #13754                       | \$ 263.25   |
| Electrical Energy Systems   | Invoice #5348                        | \$ 9,365.00 |
| *Forth Sport Floors-skipped | Inv. Dated 7/28/10                   | \$34,225.00 |
| Horizon Engineering         | Invoice #13                          | \$ 675.00   |
| Horizon Engineering         | Invoice #14                          | \$ 705.00   |
| Wm. Meyer Inc.              | Invoice #C1052/17                    | \$ 100.00   |
| Nafis & Young               | Invoice #334-10                      | \$ 3,565.00 |
| *Newman Architects          | Invoice #18022 (Langan               |             |

|                    |   |             |
|--------------------|---|-------------|
|                    | Water infiltration)                           | \$14,904.92 |
| *Newman Architects | Invoice #18037 (Langan<br>water infiltration) | \$ 4,876.00 |

Jack seconds the motion, approved unanimously.

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|--------------------|--|-------------|
| *Newman Architects | Invoice #18115 (DTC,<br>Langan Contract Extension) | \$17,093.55 |
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|--------------------|---|-------------|
| *Newman Architects | Invoice #18105 (BVH, DTC,<br>Langan Contract Extension) | \$21,874.05 |
|--------------------|---|-------------|

Jack makes motion to pay Newman Architect on Invoice #18115 in the amount of \$17,093.55 assuming it does not exceed the contract extension and Invoice #18105 with the same caveat in the amount of \$21,874.05. Dave seconds the motion, approved unanimously.

#### Items to Discuss

NBIS: Analog phone for main office , \$1,539.00: Kirk advises that he looked at this to see if there was a more cost effective way to do this, there is not. Simplex is a completely closed system, he recommends we approve this. He did verify with Michelle that this price includes the run for the wire, the programming of the Simplex, verification that the phone is working.

PCO-333 – for \$1,539.00. Tony makes a motion to approve PCO-333 in the amount of \$1,539.00, second by Dave, approved unanimously.

Dave asks how the security is coming on NBIS? Bill advises that they are finishing up. Just waiting to program the service. What is the timeframe? Within the next week or week and half. It will be done before school starts.

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

Richard advises that the project was initiated by the Board of Education this summer to handle the transition of the closing of Stanley T. Williams and the transition to Jerome Harrison School, and the modifications to Totoket Valley Elementary School. Richard turns it over to Bill Choti, Superintendent, Scott Schoonmaker and Larry Secor. The liability under the Town Ordinance is that the Permanent Project Building Committee is to supervise the project and report back to the Town Council upon its completion. This project is in progress.

Central Office is being moved into Stanley T. Williams School. They will occupy the administrative suite. The only retrofit was to 3 classrooms, they put up temporary walls, which will be office space. There will be 2 FRC programs at the end of that wing. The rest of the building will be left open for potential use in the future. This is funded by FRC

project, probably 90% finished at this point. Larry advises that his firm was asked to draw the walls up, and comply with the building inspector.

Due to the closing of STW, they needed a building to go right into, they had to get Central Office out of TVES, they needed open space at TVES. Jack asks what will be the usage of the area Central Office is moving out of? Scott advises they have 80 students who will use the area for OT, PT, and Special Education in its current configuration. Temporary walls were taken down across the hallway, they will be full service classrooms.

Tony wants to know, on the Building Committee, where are we in paying the bills on this project, are the funds allocated? Scott advises the bills are being paid through FRC funding. Richard advises that he does not purchase for the Board of Education. What is the Committee's role in this project? Per Richard this is a process. They have a severe time constraint. It would be helpful if the Committee could receive documentation on what has been paid to date. To do a blessing on that, any subsequent bills would come before the Committee, for a blessing, these are not Town funds, they are FRC funds, a separate fund of the Board of Education, and controlled by the Board of Education, not the Town Council. Our blessing is required to fulfill the obligation is required, either before or after the fact. So if the BOE can prepare a spreadsheet as far as what has been done, and we can bless as one item on the agenda at next meeting, anything subsequent to that can be handled accordingly, if within Jack's purview under \$5,000. can have the same standards apply to that. Scott advises they are scheduled to move in tomorrow.

There are more uses for available space at Stanley T. Williams. There may be a Phase B or C, it would not fall under the Board of Education, it would fall under the Permanent Building Project Committee project. There is a grant application that has been approved by the Council. If we are successful in funding it, there would be up to \$500,000. that would be available in an account that would be supervised by the Permanent Building Project Committee. Asked if all the mechanicals in STW will be run in all the wings? Bill advises that the way the heating loop is set up, there is no provision for additional loops. In the future, whatever is decided to do with the building, he recommends upgrading the heating loop system in that building. Air conditioning has been installed in the front of the building, single units have been installed there. Roof unit for the classrooms in the back of the building. \$38,000. worth of equipment has been installed. Discussion on the process of obtaining this equipment, when it was determined the school would close, and the urgency of obtaining more space. The Board decided to close the school at the end of June.

Adjournment: On a motion made by Dave McMahon, seconded by Kirk Engstrom, approved unanimously, the meeting adjourned at 9:22 p.m.

Respectfully submitted,

Janet Canning, Clerk

