

PERMANENT PROJECT BUILDING COMMITTEE

**Town Council Chambers
North Branford Town Hall
Monday, September 13, 2010**

MINUTES OF REGULAR MEETING

Vice Chairman Steve Whalen, called the meeting to order at 7:12 p.m.

Roll Call: Steve Whalen, Tony Sidera, Tom Bailey, David McMahon, Chris Manna

Absent: Jack Krasko, Kirk Engstrom, Al DeRosa, Carol Davidson, Carolyn Candelora

Others Present: Michelle Knockwood, Purchasing Assistant; Bob Hull, Libraries; Bill Choti, BOE; Larry Secor, Nafis & Young Engineers; Peter Horton, Newman Architects; Richard Branigan, Town Manager; Bruce Hoff, Turner Construction Co.; Scott Schoonmaker, BOE; Brian Oblon, Arcadis

Citizens Statements: None.

NBIS Renovation and Expansion Project

a). Approval of Minutes for NBIS

August 9, 2010 meeting: Motion made by Tony, seconded by Tom, approved unanimously.

b). Report and Action

Bruce advises that they are looking for a couple of letters of recommendation for bond costs for Xenelis and Milazzo. They are working on closeouts. Between the next two meetings they should have everyone closed out.

Tony asks where we stand with the drainage work? Bruce advises that he is aware of only two additional items that have not been done. The main drainage work has been done. The field drain by the gym has to be put in, and the internal sumps have to be put in.

Dave mentions that he was in the school the other day and noticed you could see light under the exterior doors, he questions if someone will be making sure this is weather tight before winter. Bruce advises he will check on this.

Chris asks where they are with security? The security is installed. Just the training needs to be done. Scott advises that the audio portion is being worked on. The staff is buzzing in people, they have units on their phones, with two monitors.

Larry updates the Committee on the roof repairs pertaining to area C, a wall was taken apart above the science room, they found a piece puckered up where water came to a form, this was repaired. In the administration area they are just waiting for the roofer to install the trim molding down the side, once this is done the punch list will be complete.

Still waiting for a louver to be installed in the spray booth before the final CO can be issued.

Bill Choti submits the paperwork for the roof warranty to the Committee.

Larry advises that the Commissioning Agent has more air stations that need to be balanced out. Some equipment needs to be replaced. Next month or so will have to check the system being changed over to heat.

Dave asks about the status of the generator, the generator has been repaired. It now runs on its own for 25 minutes on Tuesday at 3:30 pm.

Discussion on the outdoor sign:

The fee that was previously approved did not include the specifications. Tony asks if we know what the specs will cost? Michelle asks Peter, he replies that he can have the structural person look at it. The information that we have would be used as a reference. Tony asks if we have a list of companies that can perform this, New Haven Sign can look at this, as well as other local companies. If the cost is over \$7500. it needs to go out to bid. Tony asks if the sheet can be used to go out to bid? Peter advises that he has a second sheet that has more information on it. He will send this to Michelle. Tom asks if the power is out where the sign is going? The conduit is out there, they still have to get power from the corner of the parking lot to where it is being powered, it needs to go to the generator. This is an additional cost to the specs. This has already been approved by Planning & Zoning Dept. Michelle will handle the purchasing side, initially it must go into a formal bid, from the data side will need to contact Tim Hartigan. The consensus from the Board is that we should go ahead with this

Closeout Status List:

Item #141: We need the Owner to advise on status of Ferguson claim regarding Tel. Data. According to Bruce this is something Jeff Donofrio has.

Change Orders:

PCO #103, Item 006 – for \$2,082. final bond cost for SG Milazzo

PCO #103, Item 007 – for \$2,741. final bond cost for Xenelis

Tony makes a motion to approve PCO #103, Item No. 006, in the amount of \$2,082 final bond cost for SG Milazzo, and PCO #103, Item No. 007, in the amount of \$2,741. final bond cost for Xenelis. Dave seconds the motion, approved unanimously.

Bills To Pay:

Michelle advises that there are a few bills to pay for Newman Architects including a couple for the water infiltration (#18123 and #18153). Pertaining to invoice #18152, they originally quoted \$160,000 to finish the project, this is now above and beyond that, there are no funds left of the \$160,000, the fund has been exhausted. Invoice #18151 is for subconsultants, the continuation of their additional work. Some of these bills will be going back to Jeff Donofrio. The subconsultant bill is okay to pay. The 2 invoices for the water infiltration need to be discussed (Invoice #18123 and #18153).

Tony asks how the bill will get paid if the fund has been exhausted, will it come out of contingency? Michelle advises that first it must get approved by the Board to pay the Board, then additional funds will have to be placed on the purchase order, then it goes back to Jeff Donofrio's hands.

Consensus is to hold off on the three invoices, #18123, #18153 and #18152, with the recommendation to pass these on to Jeff Donofrio. All three items tabled.

Forth Sport Floors – is this for installation, or for rework? This is for the original work, the contracted amount, they did not charge to come back out.

Tony makes a motion to approve the following invoices:

NBIS

S.G. Milazzo	Application #23	\$ (1,603.71)
S.G. Milazzo	Application #24 (retainage)	\$147,764.70
Nova Wood Products	Application #11	\$ 1,245.25
Xenelis Construction	Application #24	\$ 38,725.99
Xenelis Construction	Application #25 (retainage)	\$ 35,107.65
B&H Photo/Video	Invoice #45051833	\$ 5,878.70

B& H Photo/Video	Invoice #45062685	\$ 12,031.80
Electrical Energy Systems	Invoice #1935 (final inv)	\$ 7,000.00
Forth Sport Floors	Dated 7/28/10	\$ 34,225.00
Horizon Engineering	Invoice #15	\$ 1,425.00
Wm. B. Meyer Inc.	Invoice #C1052/18	\$ 100.00
Nafis & Young	Invoice #376-10	\$ 2,976.00
Newman Architects	Invoice #18123*	\$ 23,672.58
Newman Architects	Invoice #18153*	\$ 300.00
Newman Architects	Invoice #18152*	\$ 8,560.00
Newman Architects	Invoice #18151	\$ 7,107.93

***holding off on payment**

Tom seconds the motion, approved unanimously.

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

Michelle advises that Don Winnicki will be presenting all the costs for Stanley T. Williams on Thursday to the Board of Education, then he will present it to the Permanent Project Committee, which will make it next month. Does the Committee want a quick update now on what is going on? Yes, that will be fine.

The Superintendent of Schools advised that they are in the building, and it is 90% complete. FRC is in 4 classrooms. So one of the wings is completely occupied at this time. They are also using the media center for their board meetings. There has been minimal upgrade to the building. Would like to show the Committee what has been done with a walk through. It was decided that on 10/12/2010 there would be a walk through at 6:00 PM.

After Thursday Don will have the updated spreadsheet on expenses. Scott will send the spreadsheet to Michelle before the next meeting, and she will pass it on to the Committee members.

Atwater Library Renovation and Expansion Project

Approval of Minutes for Atwater Library:

August 9, 2010 meeting: Motion made by Tony, seconded by Tom, approved unanimously.

Brian advised that the Grand Opening for Atwater Library was held this past Saturday, the residents seemed very please. He handed out paperwork with the final breakdown with all the PCO's issued against the project.

There is one additional PCO that needs to be approved for Action Air. PCO #118, increase to performance bond based on final contract total including all change orders, for \$337.00

Tony makes a motion to approve change order 14, PCO #118 for Action Air in the amount of \$337. for increased bond performance, motion seconded by Tom, approved unanimously.

Brian refers to the meeting on August 9th, a request from Mr. Branigan to make sure the seeding and the bushes that did not survive be replaced , this will be done by the end of next week.

As far as closeouts, they have all been submitted to the architect for final approval. They hopefully will be back within the next two weeks. He will bring them to the Town. The PCO's are completely done. The budgetary numbers are done and were sent to Anthony Esposito today.

An item to discuss is the water heater. This was originally priced \$17,000. Changes were made, and the price was revised to \$7,000. This was approved by the Committee. Brian called Statewide to have them wire it in, and complete it. They advised they were having problems financially, and it would be a burden for them to come and do this work since it is a small job, not part of the contract, etc. They basically rescinded their quote. So Brian contacted a couple of other companies. One being Power Network Solutions, Charles Kelly is the owner, and Brian has worked with them in the past. Charles Kelly came out and looked at the work and provided a quote of \$3,000 and change, it is under \$5,000. Brian does not have the quote with him tonight since his computer crashed. This can be done in a purchase order. They will pull their own permit, and have it inspected by the electrical inspector, and the building inspector. It is less than the original quote, since it is under \$5,000. He can send it to the Board members. Tony asks if they (Statewide) provided a letter that they rescinded their quote. No, but Brian will get an email from them, advising that they rescinded. Michelle suggests that Brian send a quote to Jack in the morning, Brian will have Keith send it to Jack with a cc to Michelle.

Items from prior minutes that need to be discussed:

#1) Painting at Smith Library: Bob requested the painting to be done at Smith Library. He did not request that it be paid out of the Atwater project. He used the painter that was at Atwater to do the painting. The bill came to Bob for approval, which meant it was coming out of Bob's budget, which he was aware of. Bob signed off on the change order, sent it back to the Town Hall. It was included in the project, but it was never intended for it to be included in the project, that is why Bob signed off on it. It never came through Brian's office. It was approved here, it did go to Smith Library. It can either be kept in the total construction costs, or taken out of his budget by having a journal entry completed by the finance department. Tony asks if it can be considered touch up paint, considering the building is new? Yes it can. Tony considers it touch up paint, part of the construction budget, and leave it there if it is acceptable.

#2) Richard requested Pinnacle One submit a formal change order for the area of refuge. It is listed on our breakdown PCO #117, Statewide Change Order #08, \$7,332.00. This was previously approved, the formal change order has been submitted to the Town.

Richard mentions another issue, the quote for two panels of fencing for the Helmrich property. Brian advises he will follow up on this again. Brian explains that a quote was received for two panels of fencing, Keith spoke to Jack, Jack says he is not approving it, he wants the full committee to approve it. Richard explains that the fencing is on Town property, it was the white fence with the lattice work on top. There were two sections that were missing, the northern piece into the rock wall, there is a gap where you can see into the Helmrich's backyard. At the request of the Helmrich's there is a step down piece, it takes the fence from 6 foot height down to the 4 foot height. We asked for a quote on these two pieces.

We have an issue with the site line, and the driveway recognition. Coming from Guilford, heading westbound, it is difficult to determine the entrance to Atwater Library. We need to do something. We can put a sign in the lot at the corner of Rt. 80 and Sea Hill Rd, advising of the library entrance. The Historical Society advises what type of sign can go up in the area. We should get our own signs and have Public Works put them in. Again coming westbound, past Sea Hill Rd, on the curve there is a row of hedges that stick out, if we could trim that back we would have better vision of the library entrance. Another thing that needs to be done is going eastbound before the railroad bridge, the speed limit is 45 MPH sign, after the bridge it is 35 MPH, going through the village it should be 30 or 25 MPH, same on the other side, there should be a speed zone to slow down the traffic. Richard will address this with DOT. We should get a quote from New Haven Signs for signs at the entrance way of the library in both directions.

In regards to the quote from Cosgrove on the two pieces of fence, the price is \$1,425. Tom makes a motion to pay Cosgrove \$1,425. for the fence, Tony seconds the motion, approved unanimously.

Bills to be paid:

Tony makes a motion to approve for Smith Library:

Cosgrove Construction Co.	Invoice #246	\$3,840.
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Tom seconds the motion, approved unanimously.

Michelle advises there is a letter from Schoenhardt advising us what they have been billing us for the past two years, and what their contract actually reads. The original proposal was for \$539,000. and that is what they have been billing us for the past 2 years. But their actual contract is \$546,000., that is what the Town approved and signed for. So we will have to put another \$7,000. on their purchase order. Brian wants to note that there was a letter from Schoenhardt in regards to the call for aid system, they took the financial

responsibility between the additional difference in cost of what it would have been and the price that was charged under PCO 116, a \$660. difference. Brian wants to make sure the \$660. was deducted, Michelle advises it has been deducted from their invoice. Tony wants to know if we are ready to pay them 100%, all they have left is to approve the closeout documents. The Committee can approve it, pending completion of the closeout documents.

Tony makes a motion to approve the following invoices for the Atwater Library:

Action Air	Application #12	\$ 2,416.00
Action Air	Application #13	\$ 337.00
Cosgrove Construction	Application #12	\$25,103.65
Omega Painting	Application #5	\$ 1,000.00
Statewide Electric	Application #11	\$ 7,332.00
Gaylord Brothers	Invoice #1434989	\$ 2,027.56
Highsmith	Invoice #1015918741	\$ 579.60
Insalco	Invoice #1154	\$ 1,292.48
Insalco	Invoice #1159	\$ 27,134.24
Pinnacle One	Invoice #339531	\$ 11,501.40
PSI	Invoice #5747	\$ 6,211.80
RIS	Invoice #4165	\$ 4,860.12
Schoenhardt	Invoice #0512604-44	\$ 3,003.69
Schoenhardt	Invoice #0512604-46*	\$ 7,000.00
Tucker Library Interiors	Invoice #6893	\$ 10,990.22
Fusion Cable Systems	Invoice #8976	\$ 3,195.50

***Pending completion of closeout documents**

Tom seconds the motion, approved unanimously.

The bill for Omega Painting at Smith Library, Tony makes a motion to include the touch up painting for Omega Painting in the amount of \$1,345. in the building construction costs. Tom seconds the motion, approved unanimously.

Bob wants to make a citizens comment, Bob wants to thank the Building Committee and the Town for the successful completion of the two projects.

Michelle thanks Pinnacle One, it has been a pleasure working with them. Two good firms to work with, she extends this to Bruce as well.

Adjournment: On a motion made by Tom, seconded by Tony, approved unanimously, the meeting adjourned at 8:40 p.m.

Respectfully submitted,

Janet Canning, Clerk

