

Minutes of the Suffield Permanent Building Commission

Thursday April 17, 2014

PBC Members Present

Joe Sangiovanni, Chairman
Glen Neilson, member
Bill Gozzo, member
Kevin Goff, member

Also Present

John Cloonan, Public Works Director
Julie Oakes, Facilities Manager
Ted Flanders, Building Official
Angela Cahill, Fletcher Thompson

Call to order: The meeting was called to order at 7:00 p.m.

Public Comment: None

Correspondence: None

Review of Minutes: Tabled until next meeting

Town Hall Renovation Project

- Chairman Sangiovanni began the discussion by stating key points that he wanted to address with Ms. Cahill: 1.) What progress have you made in resolving the HVAC; access to walls, any modifications to soffits and ceilings? 2.) That the electrical system is a complete upgrade and fitting the HVAC into the mechanical room; do we need an additional door? 3.) What is your schedule of where we are going with the project?
- After reviewing PBC minutes for the past two years, Chairman Sangiovanni noted gaps in work progress of about 9 months, so he calculated that there has only been a total of 12 months of actual work on this project.
- Ms. Cahill began her presentation by saying that the boiler room is fine. It was rectified by moving the chiller outside and making it an air cooled chiller. The doors are fine. As for the electrical service the only question she had was what size service did we want? The engineer recommends at least 600 amps. If we wanted to provide for an addition in the future, 1000 amps would be ok. The transformer will be located outside.
- Ms. Cahill had a question on the generator, asking what services would be bypassed in an emergency because it can't support 100% of the building. This project would need 125kw. She will have the electrical engineer do more detail on this. Ms. Cahill will research the generator to see if it is big enough.
- Chairman Sangiovanni said heat in the building is necessary during an emergency, but the building could go without air conditioning. In the future there would be a separate generator for any additions to the building.
- Ms. Cahill discussed some staffing changes at her company due to many reasons both voluntary and involuntary.
- Chairman Sangiovanni pointed out that the latest HVAC plan was much simpler than the original scope now that the ventilation system is dropped. The scope creep has been mostly caused by the interior work, not the HVAC and how it impacted the soffits. Ms. Cahill stated that the doors, hardware, ceilings, carpeting, painting, exterior work, lighting and signage were all additions to the original scope. The additions to the work have increased their cost by \$500,000. She asked what we wanted her to include in the construction documents.
- Chairman Sangiovanni responded that the HVAC units will all be replaced using a 4 pipe system. An air cooled chiller will be put outside, pipe refrigeration will be underground, the use of intermediate heat exchangers (small brace plates) a gas fired boiler and all piping will go through the building. The HVAC and electrical plans are solid.
- Mr. Cloonan received an email from the town clerk on state requirements for temporary vault storage. He will ask if the clerk needs the records accessible all the time. Iron Mountain Storage was discussed as a possible option. The Registrar of Voters needs a separate phone and locked area. Possible space is available in the annex.
- Ms. Oakes brought up that OSHA requires audible alarms in the building; this should be done during the project.
- Mr. Goff recommended that the project should not be split up into phases. Once the building is vacant, it's good to get everything done at that time.
- Ms. Cahill suggested she hire a security consultant to design a system for the building. Chairman Sangiovanni requested that this person meet with Mr. Cloonan, Ms. Oakes and town hall staff to go over requirements. This person will help us "right size" the system for our needs. She also noted that John Olabetto, head of engineering and one of the partners will start handling the project and will be coming to the next meeting.
- Mr. Neilson stated that the outside painting and re-pointing of the building should be removed from the project and done at a later date with maintenance funds.

- Chairman Sangiovanni suggested Mr. Cloonan send a note to Town Hall staff to set a date for freezing changes.
- After some discussion, Mr. Sangiovanni made a motion to authorize Ms. Cahill to add \$38,200 (8%) for the expanded scope to include floor finishes, millwork for tax collector, a new front door, carpet, paint, ceilings, lighting survey and design. (Replace wall switches also) The scope does not include the exterior work and there will be a separate fee for the security consultant. Mr. Neilson seconded the motion. All in favor, motion passed.
- Ms. Cahill still needs to discuss code modifications with Mr. Flanders after she writes them up. She will be back for the next meeting on May 1st.

Kent Memorial Library ADA Entrance Project

- Chairman Sangiovanni wants Mr. Tommassini from Tecton to finalize the detail designs. Perhaps Ted Cutler will need to be called into the project.
- All the walkways around the library are inlaid brick and need to be repaired. This will not be part of the project, but will be done at a later date.

Kent Memorial Library Renovation Project

- The walkways will be pulled out of this project as well. Chairman Sangiovanni noted that if a temporary entrance is allowed, it could be possible on the northeast corner facing Webster Bank where the windows are low.
- Mr. Flanders noted that temporary entrances with the public are complicated and he is concerned that this issue has not been addressed at all by the architect.
- Chairman Sangiovanni stated it may be easier to do both phases of the library project at the same time and house the staff in a separate trailer while the building is closed.

High School Fire Pump Project

- The power and water switch over have been done. Next week mastic will be put on the bolts and the excavation will be backfilled. The Fire Department Connection will be installed on the Large Animal Facility Tuesday.
- Vanzant will complete the electrical on Friday. Wolverine has set May 1st for commissioning. The concrete work will be done the week before.
- Mr. Cloonan will ask Mr. Muska about the use of a vapor barrier.

High School Agri-Science Large Animal Facility Project

- Mr. Flanders noted that Haynes Construction made an effort to do the roof repair, but it is not shingled properly. He spoke with Mark Welch who wanted more information on what "maintenance" means. We have a 25 year warrantee on the metal. Ms. Rubino has a meeting next Wednesday to obtain the C.O. If she gets it, then Mark Welch will sign off on substantial compliance.
- Mr. Goff stated that the bridge is peeling badly and shows some sort of surface damage, possibly caused by snowmobiles. It needs to be recoated if it is our maintenance issue.
- Mr. Neilson remarked that the side hill erosion is on the punch list for the Conservation Commission. Money will be held back until all punch list items are taken care of. The hill needs to be seeded soon.

Invoices

- Chairman Sangiovanni made a motion to pay invoice number 1407-03 from Oak Park Architects in the amount of \$3,206.25 for architectural and engineering services at the high school fire pump. Mr. Neilson seconded the motion. All in favor, motion passed unanimously.

Other business

- The \$600,000 school security grant was discussed. The Town needs to fund 52% of it. The PBC, and not the schools, will supervise the project. It needs to be completed within one year for the state grant requirements.

Next Meeting Date

- The next meeting of the PBC is scheduled for Thursday 5/1/14.

Adjourn

- There was a motion made and seconded to adjourn at 8:55 p.m.

Submitted by Linda Zaffetti

Joseph J. Sangiovanni, Chairman