

## Minutes of the Suffield Permanent Building Commission

Thursday May 22, 2014

### PBC Members Present

Joe Sangiovanni, Chairman  
Glen Neilson, member  
Cathie Ellithorpe, member  
Bill Gozzo, member

### Also Present

John Cloonan, Public Works Director  
Ted Flanders, Building Official  
Angela Cahill, Fletcher-Thompson  
John Oliveto, Fletcher-Thompson  
Mel Chafetz, SPLF

Julie Oakes, Facilities Manager  
Jackie Hemond, Library Director  
Chris Rago, Library Commission  
Laura LaFlamme, SHS Vo-ag Dept.

**Call to order:** The meeting was called to order at 7:05 p.m.

**Public Comment:** Ms. LaFlamme thanked the commission for all their hard work to get the Large Animal Facility open. She had animals in the building on Monday and a veterinarian gave a demonstration to her students. On Wednesday and Thursday, the first grade classes came through for a field trip and on Friday about twenty 8<sup>th</sup> graders came for a tour of the facility.

**Correspondence:** None

**Review of Minutes:** Ms. Ellithorpe made a motion to approve the minutes of May 1, 2014 and May 8, 2014 with changes. Mr. Gozzo seconded the motion, Mr. Neilson abstained. Motion passed.

### Town Hall Renovation Project

- Chairman Sangiovanni reviewed the discussion of the previous meeting about the main concern being the lack of storage and the general disarray of the offices and the need for an emergency egress from the building. The IT department does not belong in the center of the building where it hinders emergency egress.
- Mr. Cloonan sent Ms. Cahill an email asking Fletcher Thompson to cease work on the building interior, and to wrap up work on the HVAC and electrical upgrade. The plan is on hold because we can't satisfy the codes and provide enough space for offices until we rethink the overall plan.
- Ms. Cahill had a question about taking down the ceilings for piping. Chairman Sangiovanni said the ceiling replacement and lighting are on hold, as well as the rearrangement of offices. Ms. Cahill will show where the pipes will go on the plans, not how to hide them. The solution to replace the ceilings won't be shown.
- Chairman Sangiovanni wants all Fletcher Thompson's efforts documented and wants to use the plans in the future. We don't want to do it over again and re-design the HVAC and electrical. We want to finalized it on paper and be ready to resurrect it. The work will be done all at once, when the people are out of the building.
- Chairman Sangiovanni wants to make a presentation to the Board of Selectman on June 18<sup>th</sup>. It is not possible to renovate the Town Hall building with the existing tenants. He will recommend adapting the 2005 EDM Space Needs Study for current requirements by possibly building a new annex building for the IT department, Land-Use offices and cold storage. Also an external addition to the town clerk's office could be possible.
- Mr. Neilson stated that the current metal annex building was built in the 1960's and is well past the 35 year life span for those types of buildings. It needs to be taken down.
- There is room for the mini-bus and animal control offices in the town garage.
- It may be possible to share or combine some of the equipment between the Town Hall and the new building such as the external transformer.
- Mr. Flanders stated that some electrical upgrades and replacements have recently taken place in the Town Hall to maintain the safety of the building.
- Ms. Oakes explained that the process of digitizing the Town Hall records has begun. The Town Clerk and the Assistant Town Clerk met with Ms. Oakes and a digitizing company to discuss their needs. Next week, someone from the State Library will be meeting with Mr. Beiter and others to go over state requirements.
- Ms. Cahill will submit more detail on her invoice to show all the work that has already been done beyond the original agreement to make it clearer.

### **Kent Memorial Library Renovation Project / Kent Memorial Library ADA Entrance Project**

- At the last meeting Chairman Sangiovanni suggested having one contractor for both projects, but keep the invoices for work completed separate. Mr. Neilson agreed that this would be good, but there are still two architects on the project which is difficult.
- Chairman Sangiovanni explained the glass dilemma where the architects are proposing triple glaze glass for structural support. This is because the design lacks a mullion system, which has no frame around it, to maintain the current historic look of the building. Silver Petrucelli made the original specs for the windows then changed them to triple glaze glass without discussing the need for the change with the PBC.
- Mr. Cloonan will contact Mr. Ireland to finalize why we need triple glaze glass. Can a fin be added to the joints with double glaze glass? We need an answer by Thursday May 29<sup>th</sup>. The commission is not happy that they were misled.
- Mr. Cloonan will contact Mr. Tommasini to find out what his glass solution is. Also, Mr. Tommasini needs to address getting modifications for the sprinkler system from the Building Inspector and the Fire Inspector by Thursday May 29<sup>th</sup>. Mr. Flanders would also like to discuss with Mr. Tommasini the calculations used to design his egress plan.
- Mr. Neilson suggested that Mr. Tommasini hire a code consultant to help him with these sprinkler system mods since Tecton doesn't have a code person in house.
- Mr. Chafetz requested auto flushers, auto hand dryers and hands free faucets be put into the new restroom plans.

### **High School Fire Pump Project**

- Mr. Flanders reported that the fire pump is working great.
- Chairman Sangiovanni requested that the training needs to be implemented with the high school custodial staff.

### **Large Animal Facility**

- Chairman Sangiovanni suggested Ms. Oakes take the lead on getting the water troughs and energy management system in place. Mr. Neilson reminded her to put in a backflow prevention valve on the animal water systems. The alarm and security system will be handled by Mr. Plano.
- Chairman Sangiovanni noted that there is money left from the grant, but he has asked the school to hold off on any additional purchases for now in case there are any additions to the building.
- Haynes is contacting the roof manufacturer about getting a wind screen for air vent to correct for the the leaking roof.
- Chairman Sangiovanni said we are reseeding the crown vetch on the hill. Signs will be put up not to mow or apply any herbicide to the area.
- Mr. Cloonan will get a contractor to touch up the bridge surface damage. It looks like winter damage caused by snowmobiles. The gates need to be shut in the winter.

### **School Roof Projects**

- The McAlister School is a shingled roof and no bid bond was required. Mr. Neilson made a motion to reject the McAlister bids. Mr. Gozzo seconded, all in favor, motion passed.
- Chairman Sangiovanni made a motion to proceed with local bidders contingent upon the First Selectman's agreement. Mr. Neilson seconded, all in favor, motion passed.

### **Other Business**

- Chairman Sangiovanni relayed that he has been selected to be on the Ad-Hoc Committee for use of Bridge Street School as a community center.
- Mr. Ireland from Silver Petrucelli has put in a proposal to review the floor plan and to assess the re-use of the school, including an indoor basketball court, parking and playing fields.

### **Invoices**

- Ms. Ellithorpe made a motion to hire Silver Petrucelli to prepare construction documents for the repair and restoration of walkways around the library. Mr. Gozzo seconded, Mr. Neilson was against citing the need to fix the window plan on the library renovation first. Motion passed.
- Ms. Ellithorpe made a motion to approve invoice # 118530 for \$1,208.00 from TRC for an asbestos removal design plan at the Town Hall. Mr. Neilson seconded, all in favor, motion passed.

**Next Meeting Date** The next meeting of the PBC is scheduled for Thursday 6/12/14.

**Adjourn** The meeting was adjourned at 9:05 p.m.

Submitted by Linda Zaffetti