

**Minutes of the Permanent Building Committee
Meeting of July 16, 2009**

Attendees:

PBC members present were Joe Sangiovanni, Glenn Neilson, Gene Torone. Absent were Kevin Goff & Mark O'Hara. Also present were John Cloonan (Suffield Facilities Manager) and Angela Cahill (Partner of Schoenhardt Architects).

Meeting was called to order at 7:01 pm.

Public Comment: none

Correspondence: Input memo from Patrick McMahon, Director of Economic and Community Development, for RFP requirements for Calvary Church conversion to Senior Center.

Approval of Minutes from July 1, 2009 PBC Meeting:

Glenn Neilson made a motion to approve the July 1, 2009 PBC meeting minutes seconded Gene Turone. Motion passed unanimously.

Senior Center Project Planning with Schoenhardt Architects:

Progress report from Angela Cahill of Schoenhardt Architects:

- Counterweights were not found in the Chapel windows. The cmu between the bricks were not sealed on the rear buildings.
- The director's office wall which is part of the demolition package ceiling will be pulled down to gain access to the entranceway. Blanket insulation will be installed above the ceiling and access wall to the attic space.
- Received specifications for the hardware sets and Andersen windows.
- Check with Szewczak Engineers on special inspections required by code.
- Concerned about the amount of used brick for the infill from the brick walls being pulled down in the front and rear of building.
- Saw cut the brick near the west entranceway and replace with a soft joint.
- Areas that are furred out will be insulated.
- Ventilation in the IT room will be an exhaust fan. The bottom of the door will be undercut ventilation. Remove supply duct.
- Spiral ducts will be painted. Specifications will be submitted.
- PBC will review all prints until we are satisfied then forward to Schoenhardt Architects.
- Angela to attend mandatory RFP walkthrough.

- Masonry specifications will include four mortar samples for matching existing.
- The demolition of the two rear roofs will be part of the entire roof package.

Construction management:

- The PBC reserves the right to reject any all bids.
- Insurance modification rating greater than 1.25 will disqualify a bidder.
- Three serious or willful OSHA violations in the last three years will disqualify bidder.
- Contractor must be DAS certified.
- Contractor must be OSHA 10 certified. Supervisor must have first aid, OHSA 30 certification and confined space training.
- Contractor will be responsible for certified payroll.
- Require general contractor to commit to weekly job meetings, meeting minutes and submittal logs. Town to provide milestone schedule for construction progress. General contractor to provide construction schedule to meet the milestones.

Glenn Neilson made a motion to bid the Senior Center project to a general contractor seconded Gene Turone. Motion passed unanimously.

Town Hall roof project:

- Painting contractor is schedule to start the cupola on June 28, 2009
- Roofing contractor is scheduled to start the roofing upgrade on August 3, 2009

Next scheduled PBC meeting will be on Wednesday, July 29, 2009 at 7:00 pm.

Meeting adjourned at 9:04 pm.

Respectfully submitted by,

John Cloonan