

**Minutes of the Permanent Building Committee
Meeting of July 29, 2009**

Attendees:

PBC members present were Joe Sangiovanni, Glenn Neilson, Gene Torone. Absent were PBC members Kevin Goff & Mark O'Hara. Also present were John Cloonan (Suffield Facilities Manager) and Bill Gozzo.

Meeting was called to order at 7:00 pm.

Joe Sangiovanni reported Mark O'Hara has resigned from the PBC committee.

Public Comment: none

Correspondence: none

Approval of Minutes from July 1, 2009 PBC Meeting:

Amended July 16, 2009 meeting minutes to require bidders for the Senior Center project to have an experience mod rate cap of 1.25 or lower.

Glenn Neilson made a motion to approve the July 16, 2009 PBC meeting amended minutes, seconded by Gene Torone. Motion passed unanimously.

Senior Center Project:

Construction management plans:

- The contractor will be responsible for the construction schedule and meeting the milestones set forth by the Town.
- Contractor will be responsible for providing temporary heat to the building.
- Architect will be responsible for fielding questions pertaining to the bid specifications.
- Project will be advertised on the DAS website and an area newspaper.
- Town will provide dumpsters for project. Contractor will give twenty four hour notice notifying the Department of Public Works for emptying dumpsters.
- Contractor will be responsible for cleaning the site.
- Foreman on site daily to manage subcontractors.
- Porta-potty will be furnished by the Town.
- Contractor will be responsible for all utilities during project. Contractor will be responsible for proper heating during construction. New HVAC equipment will not be allowed for temporary heat.

- Contractor will be responsible to protect remaining existing finishes.
- Paving and striping will be a bid alternate.
- Town will be responsible for the outside signage.
- Town to solicit bid for concrete testing.

Town Hall roof project:

- Painting contractor is schedule to start the cupola on August 03, 2009.
- Roofing contractor is scheduled to start the roofing upgrade on August 10, 2009.

Next scheduled PBC meeting will be on Wednesday, August 6th at 7:00 pm.

Meeting adjourned at 9:22 pm.

Respectfully submitted by,

John Cloonan