

**MINUTES OF THE
PERMANENT BUILDING COMMISSION
May 31, 2011**

Present PBC Members: Chairman, Joe Sangiovanni, Gene Torone, Bill Gozzo, Cathie Ellithorpe, and Kevin Goff. **Absent PBC Members:** Chairman Glenn Neilson. Also present were: Ed Basile, Jack Muska, Rick Jensen, and Mark Welch.

Call to Order: Vice-Chairman Glenn Neilson called the meeting to order at 7:00 p.m. on May 31, 2011, at the Public Works Offices at 230C Mountain Road.

Public Comment: None

Suffield Vo-Ag Large Animal Facility:

Review of contractor's proposals with Oak Park and selection of a contractor.

Mark Welch met with the Haynes, the low bidder, who is ready and willing to move ahead. Mark Welch said that they specified a specific manufacturer for the roof and metal siding and also specified a specific manufacturer for the floor finish in the building. Apparently, both manufacturers were less than diligent in getting their numbers out to contractors. We found out that only Millennium was the only contractor who got the numbers from the flooring contractor, which is why their numbers are different from the others in the alternate figures. The standing seam roof material was the same way. Only Mountford (the third low bidder) got the flooring number. Throwing all the discrepancies aside, Mark Welch said the rest of the bid from Haynes seems to be straight forward. He did go back and got a couple of manufacturers who had to meet the specs. They also sent Mark Welch a 3-D drawing of how they are going to frame the building. Mark told him that there is a big discrepancy between the Haynes and the next low bidder and he told him he doesn't want to be fighting with him from now on trying to make up for it. That is when Haynes confirmed at he would do the project for the budget. Gene Torone asked Mark if he is comfortable with Nu-Core as a manufacturer. Mark Welch said he was although Nu-Core doesn't have the representation here and are more open market. Mark said this is the only one company out of all nine bidders he had never worked with before. He did visit the offices and they do have full construction typical GC office there. They have done projects in the \$30 million dollar range. Mark Welch's opinion is that Haynes seemed to be more comfortable in our range for projects. We have to keep up on the monthly signoffs for the subcontractors, as there will be a couple of big ticket items. There is nothing that he can say against the company that would lead him to say to spend more money and go with the next bidder.

The process for payment will be that the Town pays from its funds and then we would get reimbursed. After requisitions are approved for payment by the PBC, they go to the Finance Department for payment, then Mr. Basile will submit the invoice to the State for reimbursement. It usually takes the State two months to reimburse the Town. Mr. Basile asked about the change order procedure. Mr. Welch said a change order would be submitted on the A1A and generate a State Change Order form. Mr. Welch said he would make the determination on if it is reimbursable change order or not, and in this case, it would not be reimbursable unless we go off site and do something that is not part of the project. Mr. Basile asked when would the Contractor get the go ahead to do the work for the change order? They said once Mr. Welch and the PBC approves the change order, then he can do the work. Mr. Basile said he wants to make everyone aware that there is no Town money for this project. This is a 100% reimbursable project only, so if we do a change order and they say the work is not reimbursable, then we don't do the work. Mr. Sangiovanni said that the job of the PBC is to stick to the budget. Mr. Basile said there is not one person who is making these decisions. He just wants to make sure nothing goes wrong, because there is no Town money for this project. Lien

Waivers are typically submitted with payments requisitions for that month, and before the payment requisition is signed, we should have the lien waivers.

Mr. Torone asked about the retainage on this project. The new law requires 5%, but he thinks that excludes State projects, right? Mr. Welch said he uses 5%. Mr. Goff said he might have a conflict of interest because Haynes asks his company to bid on their work. Although he hasn't been successful selling them anything as yet. He just wanted to make that clear.

Mr. Sangiovanni asked if we should have their two top people come in and sit down with the PBC and tell them how we want to run this project. Mr. Welch said he made it apparent to them that this is a fairly sophisticated committee who really understands the industry, but it is entirely up to the committee. Mr. Torone felt it wouldn't hurt to meet with them before we sign a contract with them. Mr. Welch suggested putting together the Contract and bring Haynes in and get everyone comfortable with it. Mr. Welch said he did not ask for a schedule as part of the Bid Package, but it asked for at the onset of the Project and for review and asked for monthly updates of the schedule after that.

Mr. Welch said Haynes indicated that he wants to get rolling with the project this summer and get the foundation and structure going and next summer being more of a clean up. The PBC asked for a preliminary schedule when he comes in for the meeting before signing the contract.

Mr. Welch will call the Contractor and set up a meeting. He will try to schedule it for June 8th.

Fire Pump: The authorization for the cost of the design for the fire pump was \$9,000. However, that was not the cost. At the last meeting the PBC approved \$9,000. Mr. Sangiovanni asked if the PBC should modify or correct the previous approval for design of the fire pump at the High School. The amount which was approved was \$9,000, but the actual amount is \$13,500.00.

Cathie Ellithorpe made a motion, seconded by Kevin Goff, to change the fee for the design of the fire pump which was previously approved for \$8,800 to \$13,500 which is the correct figure. The motion was approved by unanimous vote.

Library Roof: We have \$589,000 in the budget which was the architect's estimate. The cost for moving and packing and wrapping and a temporary relocation of the Library are not included in that number. Mr. Goff asked if that cost was covered? The response was no. Temporary relocation places were looked at, such as Lauren's vacant building, the basement of Town Hall, and the old Senior Center location at the Village. Jim McShane suggested moving the entire racks because when they move back in, they want to rearrange everything. The stationary walls with books, Jim actually wants removed. The Historic Books will need to be packed up and brought elsewhere. Mr. Sangiovanni interjected the conversation and said the PBC is not the deciding factor on what happens to the books. What the PBC needs to do is decide how we move ahead with the roof repair.

Mr. Goff said we decided that we have to get started no later than the end of August to get it done. Mr. Muska said the Bid Package is basically ready to go out to Bid. We just need to decide if we want to do the \$589,000 version or do something less. Mr. Muska said that \$589,000 could be high because when Silver/Petrucci estimated the roof at the Middle School roof, was put in for \$230,000 and it bid out at \$185,000. Mr. Muska said he will put the bid package together and get it out by next week. That would give the Bids to be back by June 23rd. The PBC members felt that was too quick of a turn around. Mr. Torone wants to be able to attract better bidders and scheduling a walk-through, etc. The Commission felt to give the Bids until at least July 8th. The project should begin by September and completed before Winter.

Town Hall HVAC Replacement:

Mr. Sangiovanni said that \$400,000 is in the budget for this project. He has no idea if it is sufficient to complete the project. Mr. Goff asked how that figure got into the budget. Mr. Muska said it was an estimate from Architect Angela Cahill. The original renovation was to put in a complete central system. Right now it is a partial system. If we want this to be useful, we need to plan ahead and coordinate that whatever gets done with the HVAC now, it be consistent with the overall renovation design which Angela had put together. That design had provisions for adding an annex to the Town Hall, which would mean the chiller would need to be moved because that is where the Annex would be. Mr. Sangiovanni suggested bringing Angela in and ask her how she would coordinate the HVAC as a starting point and then coordinate it will all the other things which were planned for the complete renovation for the Town Hall.

Mr. Torone said we are looking at the big picture so we can understand how we can carve out a piece of it. Mr. Frenaye asked can we do the work within 3-4 years, or do we need to save up the funds and do it all at one time. Mr. Torone said maybe the \$400,000 is just the first step and do the Chiller, he wants to know is the most critical item we need to replace. Mr. Muska was more concerned over the condition of the internal piping than the Chiller.

Mr. Sangiovanni will have Angela come in, strictly for a consultation.

(The tape recording concluded at this point. No further information was supplied for the Minutes).

Adjournment: The meeting adjourned by motion made and seconded and unanimously approved at 8:55 p.m.

Respectfully submitted,
Christine Koren, Recording Secretary