

March 17, 2004
Public Building Commission Meeting
Town Hall
Marlborough, Connecticut

CALL TO ORDER

The meeting was called to order at 7:45 p.m. by Vincent Mondo, Chairperson of the Commission.

Commission members present

Vincent Mondo
Tony Maiorano
Darren Cooke – seated for Darcy Laitinen
Nancy Cronin – seated for Leo Christmas

Others present

Louise Concodello, Marlborough Board of Education
Tom Giola, Town of Marlborough
Peter Hughes, Town of Marlborough
Hugh Pearson, Moser Pilon Nelson, Architects
Mike O’Neil, Chairperson of Richmond Memorial Library Expansion Committee
Nancy Wood, Richmond Memorial Library
Emma Lou Cranfield, Marlborough Board of Education
Daniel Paquette, Standard Builders
Joseph Reardon, Superintendent of School, Marlborough
Bob Sullivan, Standard Builders

Public Comments

There were no public comments.

Correspondence

- Letter from Vincent Mondo to Board of Selectmen regarding Library Expansion.
- Letter from Vincent Mondo to Board of Selectmen regarding role of Commission.

Library Expansion Committee Report

Nancy Wood reported that the Committee met last week and received the proposed Scope of Services for the library expansion and the Town Hall project. There are some concerns, said Ms. Wood, specifically with Phase I – Task #9, Develop Program for Library Expansion to meet needs of CT State Library for Construction Grant Program. Library to provide Mission Statement and Long Range Plan for insertion into overall Program. Ms. Wood said there is no State money for the construction grant program for this year or for next year. The way the Library will be built will be according to the Library Building Program, so to say the Library will be built according to this grant which has no funding does not serve a purpose. She would rather state “Develop a comprehensive Library Building Program with the Library Board, staff, Expansion

Committee, Town government and community”. She said she was also surprised at the time frame put on this Scope – Phase I, four to six weeks, Phase II, three to four weeks, Phase III, six to eight weeks. Who is driving the time frame? Is it the Town or the Building Commission?

Mr. Giola responded to comments made by Ms. Wood. The document is not final in any sense of the word and the time frame was plugged in by Best Joslin. They felt from meetings held with the BOS and other meetings that speed was important. Modifications or renovations that are proposed for the Town Hall should move forward during the next fiscal year so that more appropriate plans can be accomplished or, in the alternative, not doing anything and moving forward to the next step. If need be, something might be ready to go to referendum in the Fall said Mr. Giola. Originally said Ms. Wood when the original Scope was developed, three potential conceptual schemes for building expansion and site design for current site would be given and it has been reworded to say “explore up to three potential conceptual schemes”. Basically only one could be given with that wording said Ms. Wood. Mr. Mondo said that would be under the direction of the Building Commission, however. Mr. Giola said therefore the words could be changed to “a minimum of three” if desired.

Mr. Mondo said it should be clarified that the request for the combined study came from the BOS. The Commission will not act until more direction is received from the BOS. He asked Mr. Giola if he had a time frame on when a decision from the BOS might be made in this regard. Mr. Giola answered no, that the concern right now is to get the draft reviewed and comments, if any, added. Therefore, any further concerns should be directed to the BOS.

Mr. Cooke questioned item #23, Obtain professional cost estimates for final schematic designs (library and Town Hall) – cost estimates to include escalation rates to year of possible construction. Mr. Giola answered originally Best Joslin was going to include this on a square footage-type scenario. The Town asked for separate numbers. Mr. Giola recommended that the construction manager from Standard Builders be pulled into the project to obtain their input, especially at two stages, to help in the evaluation of one conceptual design that would proceed to schematic design. There would be conceptual design options with Standard Builders input and their suggestions as to which option would be most preferred. Then a schematic design from the resultant concepts would be pulled apart and have cost estimates prepared.

Discussion followed about hazardous waste materials at Town Hall and possibly the Library.

Mr. Mondo requested that the members of the Commission put in writing any comments for the BOS, copying the Commission. Mr. Mondo will formalize this in a letter to the BOS prior to the meeting of the Board on Tuesday, March 23.

Ms. Wood added that all members of the Committee felt that Best Joslin was a good choice and they are happy that things are moving forward in the best manner.

Mr. Giola spoke about #16 of the Scope, Master Planning. The BOS wanted to have a master plan of some locations for future facilities. They wanted to make sure there was enough space for future needs. He mentioned the Senior Center in this Scope, saying that he thought it was confusion on the part of Best Joslin.

The members of the Library Committee left at 8:04 p.m.

Town Staff Report

Mr. Giola gave an update of the water system. Mr. Pearson has provided information to the State and attempts have been made to contact them to get an update without any success. Once the system is up, a licensed system operator must be obtained. Jacobson, the Town engineers, have done some fine-tuning and the design has been sent to the Chatham Health District for their review. They will be the licensed operator for the present time. Once a fee schedule is established for other towns, Chatham services in the area, there will be a nominal fee charged to the Town of Marlborough for their service. In summary the water system is still under review.

Pricing is uncertain said Mr. Giola but tentatively the Town should receive a credit of \$10,000. There has been an estimate to expand the system and that number has been developed from Jacobson and Associates and is included in the Capital Plan in this fiscal year budget.

Architect Report

Work has been proceeding with Mr. Pearson to attempt to establish continuation of services from Moser Pilon Nelson. The contract ends at the end of March. Appropriate pricing and servicing for the remainder of the project is to be established. Mr. Giola requested a special meeting of this Commission to approve this soon.

Construction Manager Report

A list of change orders is being attended to and will be given in some type of order. The staff and/or school have asked for items and it is requested that the BOE prioritize the list. Mr. Mondo asked if any work had been done on the changes that were approved at the last meeting of the Commission. Blocking has been done said Mr. Giola but the wardrobes have not been started.

Daniel Paquette of Standard Builders reported on the construction status at the school. On the upper level on the South side of B Building, selective demolition is about 95 percent complete. One wall by the Computer Room needs an opening. The metal set framing is completed. Drywall is started. Work in the center section, West side, taping of the walls is started, the old roof has been removed and new roof and insulation has been installed. The metal flash capping around the perimeter remains to be done. Plumbing – roughing in the toilet rooms is about 95 percent complete. The mason has started. HVAC – main duct work is in progress, about 50 percent complete. Electrical roughing in the walls is about 90 percent complete. Panels for power lighting is being worked on. The generator is on site and within two weeks should be wired. This work

should be completed by April 30. Mr. Reardon expressed some concern about that date and Mr. Giola reassured him there is money available for overtime work if need be.

Mr. Paquette also presented a Project Budget Summary. After a detailed explanation which estimated many figures as ballpark only, the remaining budget is \$34,766. Mr. Giola further explained that the BOE may want add-ons and his hope that at every upcoming meeting it may be possible to get more and more opinions so that more accurate decisions will be forthcoming. This will result in a better product and will keep the Town within the budget.

Mr. Paquette explained the Allowances and Contingencies page as well as a list of scope of work potential changes. Some items in this list may not need to be done and the figures are only ballpark figures, but most of these items are likely to happen said Mr. Hughes. Mr. Giola stressed the hope that the PBC and the BOE will agree to these figures and if not the format can be changed but agreement as a whole is the desire. Mr. Sullivan said that the budget will not be overspent. Also a list of upcoming change orders was presented and some items are actual changes and have been approved but this last list will be refined said Mr. Giola. The changes presently on this last list will amount to approximately \$247,000. Mr. Mondo said he thought that a request would be made to the BOE to prioritize the list, combining the last two pages of the Project Budget Summary as submitted by Mr. Paquette, and have it returned in time for the next meeting of the PBC.

Mr. Reardon said that discrepancies are being found within classrooms and corrective work is needed. Some are considered absolutely necessary, some optional and he does not feel that the BOE will have many discretionary choices left. Cabinetry and wardrobes in rooms must be installed – some courtyard rooms will have no place to hang coats said Mr. Reardon. He said he did not want to put something before the Board – he would like to tell them that this is what it is going to take to provide equal classrooms. It must not create an unequal situation. He also added that extra expenditures will not be for the BOE to choose from a wish list, but making some decisions on what are necessary. The hope is that there will be enough money to have items corrected that need to be.

Mr. Mondo said a list should be prioritized – one for what is required and one for what is additional that is a wish item. Mr. Giola suggested making three columns 1) necessary to finish project; 2) necessary for staff/education function or minimally acceptable; 3) optional or extra items. Mr. Mondo asked how soon the list will be redefined. Mr. Giola said the list needs to be priced accurately and the list should be ready in two weeks. There will be a special meeting held at that time said Mr. Mondo.

Mr. Pearson said that there are some changes in classrooms in Building B. A sketch and an Instructive Change Directive is prepared for Mr. Giola's signature. Regarding the Playscape, said Mr. Pearson, the project will be submitted to the State for review and approval and it will be put out for bid. He added all changes on the list will be seen through to appropriate conclusion.

Commission Business

Mr. Mondo said he wanted to table the discussion of the role of the commission until the next meeting.

A MOTION was made to approve the minutes of the Public Building Commission meeting of February 11, 2004 by Tony Maiorano and seconded by Nancy Cronin.

A MOTION was made to approve the minutes of the Public Building Commission meeting of February 18, 2004 by Darren Cooke and seconded by Tony Maiorano.

The next meeting is scheduled for Wednesday, March 31 at the school at 7:30 p.m.

Action Items

Mr. Giola reported that Mr. Pearson's letter of substantial completion is ready and the TCO is available.

Mr. Mondo will send a letter to the BOS regarding the Best Joslin proposal and encouraged members to provide comments to him for this letter if desired.

Mr. Giola and Mr. Reardon will prepare a list of items to be completed at the school in order of priority.

Public Comments

There were no public comments.

A MOTION was made to adjourn at 9:30 p.m. by Tony Maiorano and seconded by Nancy Cronin.

Respectfully submitted,

Ann Preissner

