

**Marlborough Public Building Commission**  
**Regular Meeting Minutes**  
**February 18, 2004**

1. Call to Order

Chairperson Vincent Mondo called the meeting to order at 7:32 p.m. in Conf. Rooms A&B in the Marlborough Town Hall, North Main Street, Marlborough, Connecticut.

Commission members present:

Darren Cooke  
Vincent Mondo  
David Wagner

Others present:

Louise Concodello, Marlborough Board of Education  
Tom Giola, Town of Marlborough  
Peter Hughes, Town of Marlborough  
Hugh Pearson, Moser, Pilon, Nelson

Alternate member Darren Cooke was seated for Leo Christmas.

2. Public Comments

There were no public comments.

3. Correspondence

- Vince Mondo e-mail to Leo Christmas
- Vince Mondo e-mail to PBC members summarizing 2/11/2004 special meeting

Mr. Mondo stated that he would continue to include electronic correspondence sent during the month as correspondence on the agenda. He stated that these e-mails are informational and would be discussed at the meetings, rather than having members respond to all e-mails during the month.

4. Library Expansion Committee Report

- Architect Selection

Mike O'Neil, Chairperson of the Richmond Memorial Library Expansion Committee, presented a letter to the Chair stating that after further review of the scope of services and fees estimates of the top three finalist firms, the Expansion Committee reaffirmed its selection of the firm Best Joslin to conduct the library study.

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Mr. Giola spoke on behalf of the Town informing the Commission and Library members about recent talks that occurred with the First Selectwoman regarding repairs to Town Hall. He stated that \$16.5K was set several years ago for carpet replacement in the Town Hall as well funds repainting the Town Hall. Mr. Giola stated that there are many additional problems: 1) existing storage space is inadequate; 2) space problems for staff; 3) a plan to bring the resident troopers into the Town Hall; 4) the Probate Judge and Clerk have stated that their office space is not in compliance with State statutes as there are supposed to be two areas to conduct probate business. Mr. Giola stated that about \$5K worth of work could be performed eliminating and moving doors, rearranging office spaces, reducing the kitchen size, etc., in order to gain more space. Additionally a review of the storage items needs to occur to review the possibility of microfiche records and review the length of retainage of records, to see if more space could be gleaned. These repair items led to further discussion with Mrs. Bader regarding: 1) the possibility of combining Town Hall and the Library facilities and having the architect chosen by the Library conduct a joint study; 2) possibly moving Town Hall to the Library after a new Library is completed; 3) making repairs to the Town Hall and putting off discussion of a new Town Hall for five to seven years; or 4) building a new Town Hall and a new Library. Mr. Giola also noted that the CIP has \$25K allocated for a study for a new Town Hall in the 2004-05 budget.

Mrs. Wood stated that she and Mrs. Bader had a previous conversation that if the existing library location was not suitable for expansion, a possibility was that Town Hall could take over the current library site. Additionally, the library could be moved to another site, possibly in the new business park. Mrs. Wood reaffirmed the Expansion Committee's preference of Best Joslin for its study because its reply to the RFQ was very specific—what they were going to do; when they were going to do it; grants research costs were included in their proposal; their costs were lowest. Mrs. Wood continued that Tuthill + Wells did not provide enough specifics, while Lerner Ladd + Bartells must not have understood what the Expansion Committee wanted because its quote was so far out of the ballpark.

Mr. Giola asked Commission and Library members if it makes sense to spend \$30K within the next six months to get the building to last another few years. Cost savings with combining the two buildings were discussed as well as site, mechanical, and maintenance costs. Mr. O'Neil replied that as a taxpayer it makes sense to combine them, but both he and Mrs. Wood stated that a lot of hard work has already been undertaken and the Library's objectives will not change—it has specific program requirements that need to be met. It was agreed that the Commission and the Library Expansion Committee would wait until the BOS met to see how fast they wanted to drive this project.

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5. Town Staff Report

- Water System Update

Mr. Giola stated that a State Department of Health letter was sent to Moser Pilon Nelson. Mr. Pearson responded to the State's questions and concerns, and the Town hopes to get a qualified approval of everything that has been accomplished and the follow-up conditions when the project is finished. Mr. Pearson discussed some of the items that the State listed under "Condition of Approval," such as air gap at the tank \$1-2K, sanitizer taken out, verification of as-built conditions, some of the sampling taps need to be taken out, final testing of the water. UV versus chlorination costs were discussed, with chlorination being the cheaper alternative. The project manager has not looked at it in detail due to his being on vacation.

- Other Renovation Items

Mr. Giola stated that staff has moved into Building C, with the children occupying the spaces on Monday, February 24. A walk-through of the building occurred before this meeting by Messrs. Mondo, Giola, and Pearson to review some areas of concern that teachers had. Mr. Giola will schedule a meeting with Mr. Reardon, Mr. Pearson, and any PBC members wishing, to go through the items in question.

Some glue dobs on tack boards in Building B were not tested for asbestos and were not abated. The tack boards on the east wall of Building B will have to be removed this week at cost of \$5K for abatement. Mr. Mondo questioned the roof and Mr. Giola responded that Allied Restoration has contract with the bonding company and the bonding company has an agreement with Standard Builders (SB) to take care of Hartford Roofing. He stated that there have been some RFIs for a cupola and lightning protection. Hartford Roofing included snow removal in its contract, but that is not in the scope of Allied's contract. When snow removal was done by Allied, SB did not sign off on the work; it had to be signed off by the bonding company.

Mr. Paquette faxed a list of contingencies to Mr. Giola who stated nothing has changed. Some old change orders that were still in process since the summer were finished last week. Discussion ensued about rehabbing old wardrobe units from nine Building B classrooms. Mr. Pearson will redesign the cabinets and once that is done, the Town will know how many cabinets are needed and the cost estimate. The remaining Phase I punch list items were questioned, with Mr. Giola responding that he called SB last week and told them to put the subs on a seven day notice to complete the items. Some items were completed and for those not done, a letter will be sent to G. Schnip to get the subs off the job; and the letter will state how much the Town will deduct from G. Schnip's contract. Mr. Wagner questioned if the project is on schedule. Mr. Giola stated that it looks pretty good and Paul from SB has developed a three-week look ahead in order for him to push Building B renovation at the beginning of the process in order to avoid fire drills at the end.

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Mr. Giola also told the Commission about the concrete sidewalks in front of Building C which recently heaved. These sidewalks have to be removed in order for the doors to be opened, and stone dust or cold patch will be put in place this week, before school reopens on Monday, February 23, 2004. Mr. Giola stated that Mr. Pearson will review the situation to determine the cause and a solution.

Mr. Pearson wanted to clarify the lightning protection that Mr. Giola discussed, who suggested that Mr. Pearson check the RFI.

6. Construction Manager Report

No Construction Manager report was presented as the project manager was on vacation. Pertinent information was provided by Messrs. Giola and Pearson in their reports.

7. Architect Report

Mr. Pearson provided the Commission with a copy of his Statement of Professional Opinion to Town of Marlborough Building Official Patrick Looney which states that the project scope noted above is in substantial compliance with the approved plans on file for the interior portions of Building C of Phase II of the Elmer Thienes-Mary Hall School project.

Mr. Pearson also suggested that, purely for aesthetic reasons, the front of Building D (the gym) should be reviewing for the possibility of adding roof canopies at the two doorways in order to align with the rest of the front of the buildings. Mr. Giola noted that Standard Builders was going to award those canopies to Hartford Roofing, but it has been tabled since Allied took over due to Allied's cost of completing the roof. Mr. Pearson noted that the drawings have already been completed for the canopies.

8. Board of Education Facilities Committee Report

Mrs. Concodello noted that the BOE held its February meeting on the 12<sup>th</sup> in the new Band Room which is beautiful. BOE comments about the room were that the room was very cold and there was a system in the room that was extremely noisy. Mr. Giola stated it was a unit ventilator that will be repaired.

9. Commission Business

- Continued Discussion of the role of the commission and adoption of by-laws

The Commission members reviewed the draft prepared by Vincent Mondo of the proposed Commission roles and responsibilities. Mr. Cooke asked for clarification of some of the items and discussion ensued.

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It was agreed that Mr. Mondo would reorder some of the bullets and forward it along with a letter to the BOS. Mr. Giola stated that he could request that the BOS change the time of its scheduled Tuesday, February 24 meeting in order for the PBC's to discuss its role with the BOS. Commission members also suggested holding a special meeting after receiving BOS' comments.

- Approval of regular meeting minutes from January 21, 2004

**Motion by David Wagner, Seconded by Darren Cooke, to approve the January 21, 2004 regular meeting minutes as presented.**

**VOTE: (FOR: UNANIMOUS; MOTION CARRIED)**

- Approval of special meeting minutes from February 11, 2004

**Motion by David Wagner, Seconded by Darren Cooke, to approve the February 11, 2004 special meeting minutes.**

**This motion was tabled until the March 17, 2004 meeting because the minutes were not yet received by the Commission members.**

(Note: Shari Covino in the First Selectman's Office will provide Susan Skoglund with a copy of these minutes which will be included in the mailing of the February 18, 2004 meeting minutes.)

10. Action Items

- a. Mr. Mondo would reorder the bullets and forward it along with a letter to the BOS for its comments.
- b. Mr. Giola will act on Mr. Pearson's substantial completion letter to ensure it is signed and sent back to him by the State Department of Health.

11. Public Comments

There were no public comments.

12. Adjournment

**Motion by David Wagner, Seconded by Darren Cooke, to adjourn the meeting at 8:51 p.m.**

**VOTE: (UNANIMOUS; MOTION CARRIED)**

Respectfully submitted,

Susan Skoglund, Board Clerk