

**Marlborough Public Building Commission
Regular Meeting Minutes
June 16, 2004**

1. Call to Order

Chairperson Vincent Mondo called the meeting to order at 7:34 p.m. in Conference Rooms A&B of the Marlborough Town Hall, North Main Street, Marlborough, Connecticut.

Commission members present:

Darren Cooke
Nancy Cronin (arrived at 7:42 p.m.)
Vincent Mondo
David Wagner

Others present:

Louise Concodello, Marlborough Board of Education
Tom Giola, Town of Marlborough
Kim Hardy, Best Joslin
Peter Hughes, Town of Marlborough
Hugh Pearson, Moser Pilon Nelson
Joseph Reardon, Marlborough Superintendent of Schools
Nancy Wood, Richmond Memorial Library

Alternate member Darren Cooke was seated for Tony Maiorano.

When Nancy Cronin arrived, she was seated for Darcy Laitinen.

2. Public Comments

There were no public comments.

3. Correspondence

No correspondence was discussed.

4. Library/Town Hall Feasibility Study

- Architect Report
- Kim Hardy of Best Joslin informed the Board that it has been working at Town Hall taking measurements and they are still processing field measurements. She noted that Barbara Joslin has been meeting with Nancy Bader and Town Hall employees regarding space and space needs. Ms. Hardy

distributed a copy of Best Joslin's June 16, 2004 Status Report noting its recent activities. She also distributed copies to the Commission of a space analysis for Richmond Memorial. Mr. Giola asked Ms. Hardy where Best Joslin sees itself in a month and what might it need from the Commission.

- Library Expansion Committee Report

- Ms. Wood stated that the Library filed a notice of Intent for the State Library grant because this year's State budget does include library funding. She continued that the intent had to be filed by June 3, and the State application is due by the end of August/beginning of September, to include schematic drawings. Ms. Wood stated that the Library filed its application as a Category 1, which includes new construction, expansion, or converting an existing building, as an expansion project, with anticipated commencement of construction in 2006. Ms. Wood continued that because the Library can apply for three one-year extensions on the grant. By the third year, however, the Library would have to have local or other funding in place or else the grant would be lost. The total grant amount is \$500K.

- Town Hall Committee Report

- Mr. Giola stated that one meeting has been held so far with Town Hall department heads and that Mrs. Joslin is trying to determine square footage allotments for each type of activity. He added that Mr. Hughes has been doing a record management study for storage and retrieval of documents in the most efficient and economical way. Mr. Hughes stated that a status of this activity will be available at the July meeting.

5. School Renovation Project

- Town Staff Report

- Reviewed sketch of rear of building BN (South side). It was an add-on in Standard Builder's budget for \$12K for a retaining wall parallel with the sidewalk to hold back the soil. Mr. Giola noted that the slope is one to one. Mr. Giola stated that they would like to replace the existing retaining wall with VersaBlock and re-grade the slope so it is three to one and have the wall enhance the play ground area as well. Mr. Giola stated that this item was in the budget already but was not broken out as a separate item.

- A sketch for the liquid propane tank was also reviewed. It will be placed 100 feet away from the building and it will be screened by a six-foot chain link fence with green privacy screening as well as three-gallon junipers. (Mr. Hughes will check about the 3-gallon size with Mr. Looney.) There is a one foot minimum of coverage so blasting should not be needed. The tank and pipe will be supplied no charge by the gas contractor. There will be a gravel platform.

- Civitillo Masonry has quoted the project for repair/replacement of areas of brick that was replaced years ago and does not match. The \$6,675 quote includes taking out the old and replacing the with matching bricks in Unit B. Mr. Mondo asked that this item be placed on the priority list for the Commission to

consider it along with all the other priority items. Mr. Mondo also requested that Mr. Giola try to negotiate a lower price.

- A letter to Mr. Reardon from the Dr. Betty J. Sternberg, Commission of Education, State of Connecticut Board of Education, informed him that the Renovation Project's previously ineligible costs of \$2,868,002 have been reclassified to be included in the project's reimbursable costs. This means that the Town will pay less debt of \$1.5M.

- Mr. Hughes noted that MECCA cannot give the school any money toward the work for its kitchen/classroom areas. A discussion ensued about asking the State if the Town can spend additional monies for the remaining priority items. Mr. Pearson stated that once the approved project budget is exceeded, flags go up at the State if additional funds are spent; however, if the Town went to the State and said "We have \$100K of items that we want to finish," the State might give its approval. Mr. Pearson added that if the Town asked for \$400K, however, it would probably say "No way."

- Construction Manager Report

- The current budget was discussed. Between allowances and contingencies, there is \$267K left; however, if unforeseen conditions are uncovered, costs would come from there.

- The listing for upcoming changes, classified by priority #1-#5 were discussed at length. There are currently \$422 total priority items that the Commission would like completed. It was noted that Items #8, #16, #23, and #24 were previously approved at the April 7, 2004, special meeting and should be noted as such on the "Upcoming Changes" dated June 16, 2004.

- There was a lengthy discussion about Standard Builders' carpenters doing some of the work on this list, such as adding windows (lites) to doors missing them, choral room modifications, etc.

Motion #1 by David Wagner, Seconded by Darren Cooke, that the PBC allow Standard Builders to do the corrective work for the six items on the Upcoming Changes worksheet, on a time and material basis, not to exceed \$19.5K (item #s 5, 25, 33, 34, 48, and 56).

It was stated that this work should be done in consultation with Town staff.

VOTE: (FOR: UNANIMOUS; MOTION CARRIED)

- A lengthy discussion ensued about air conditioning and kitchen modifications for the MECCA area. MECCA can make a donation to the Town but it would go to the general fund and it cannot directly donate to the project. Mr. Reardon suggested that the project pay the \$9K quoted by Finnegan to do the kitchen modifications, while MECCA pay for its own air conditioning after the project is completed.

- Architect Report

- Mr. Pearson stated that he would like the Commission to give the playscape a notice to proceed.

- Mr. Pearson noted that there is a balancing act of time and money at the end of the project and asked to be kept in the loop. Mr. Paquette can e-mail status reports to Mr. Pearson and Mr. Giola.

- BOE Expansion Committee Report

- Mr. Reardon noted that the BOE will vote on the contract next week for the cafeteria program. He noted significant progress has been made with the Memorial Garden. Judy Fitzgibbons is a local designer and will head up the project and the money is pretty well devoted to the bushes and flowers as volunteers will be used to plant.

A special meeting was set for subcommittee to discuss the PBC's roles and responsibilities on Wednesday, June 23, 2004, at 7:30 p.m. Mr. Mondo will add an agenda item in case other items need to be discussed or approved at that meeting. A special meeting of the full Commission was scheduled for Tuesday, July 13, 2004, at 7:30 p.m. to review the status of the priority items.

6. Town Staff Report

- Sanitary Sewer Project – Mr. Giola reported that the WPCA ha met with an attorney trying to get through East Hampton agreement, with Mr. Hughes noting that everything should be signed in the next week.

- Town Staff Reorganization – Three positions were advertised, and the Town received applications from many qualified applicants. Panel interviews will begin on June 17 and then recommendations will be forwarded to the First Selectman.

- Mr. Giola stated that Mrs. Bader asked that the PBC get more involved in the roadway improvement plan from 1998 (prioritized which roads get done at which time) which was a process developed by Messrs. Giola and Hughes and the First Selectman and then brought forward to Planning and the BOS and the BOF. This will change because the PBC will be involved and make recommendations regard priorities.

Commission Business

- The Proposed Amendments to the Town Ordinance was distributed and discussed by the Commission.

Motion #2 by David Wagner, Seconded by Darren Cooke, that the Public Building Commission forward this revised draft of the *Amendments of the Town Ordinance* to the Board of Selectmen.

Mr. Mondo will summarize this and forward it to Mrs. Bader.

VOTE: (FOR: UNANIMOUS; MOTION CARRIED)

- Approval of Meeting Minutes

Motion #3 by Darren Cooke, seconded by David Wagner, that the Public Building Commission approve the May 19, 2004 regular meeting minutes.

VOTE: (FOR: UNANIMOUS; MOTION CARRIED)

The Commission tabled approving the June 9, 2004, 6:30 p.m. special subcommittee meeting minutes until the next meeting.

- Recommendation to BOS for Vacant Member Positions – Mr. Mondo will follow up with Nancy Bader to see if Darren Cooke is now a full member of the Commission. He noted that there are two full-voting member positions available. Mr. Mondo asked Mrs. Cronin to let Nancy Bader know if she wants to become a full-voting member. Mr. Giola noted that he left a message with Bill Lardi to see if he has interest in becoming a full-voting member as well, but has not yet received a response.
- Mr. Mark Brodginiski of 33 Thomassian Drive presented a letter of interest to the Commission. He has lived in Marlborough since 1998 and has been a self-employed contractor since 1988.

Motion #4 by Nancy Cronin, Seconded by Vincent Mondo, that the Public Building Commission recommends to the Board of Selectmen that Mark Brodginiski fill a seat on the Public Building Commission as either an alternate or full-voting member.

VOTE: (FOR: UNANIMOUS; MOTION CARRIED)

8. Public Comments

There were no public comments.

9. Adjournment

Motion #5 by David Wagner, Seconded by Nancy Cronin, to adjourn the meeting at 10:03 p.m.

VOTE: (UNANIMOUS; MOTION CARRIED)

Respectfully submitted,

Susan Skoglund, Board Clerk