

## Minutes of the Suffield Permanent Building Commission

Regular Meeting Thursday July 21, 2016

### **PBC Members Present:**

Joe Sangiovanni, Chairman  
Glen Neilson, Vice Chairman  
Kevin Goff, member  
Bill Gozzo, member  
Cathie Ellithorpe, member  
Marty Page, alternate

### **Absent:**

Brian Baril, alternate  
Heather Van Deusen, member

### **Also Present:**

John Cloonan, Public Works Director  
Julie Oakes, Facilities Mgr.

**Call to order:** The meeting was called to order at 7:02 p.m.

**Public Comment:** None

**Public Correspondence:** None

**Minutes:** Mr. Neilson made a motion to approve the minutes of July 7<sup>th</sup> and July 13<sup>th</sup>. Mr. Goff seconded, all in favor. Motion approved unanimously.

### **Bridge Street School:**

Chairman Sangiovanni discussed his conversation with the First Selectman deciding there should be a formal bid process to obtain a more detailed construction estimate on the Bridge Street School and Town Hall Projects. The RFP will go out on July 26 with a mandatory walkthrough on August 3. Any RFI are due on August 10 and the PBC will answer those questions at their meeting on August 11. Final bids will be due back on August 18 and the results will be discussed at the following PBC meeting. The results will be presented at the tri-board meeting in September.

The First Selectman wants the estimator to provide a contingency of 10%. Chairman Sangiovanni said that at KML an escalation factor based on the prevailing market conditions was used. Ms. Oakes will provide potential bidders the Bridge Street School structural report, the hazmat report from ATC, the Silver Pet site plan, floor plan, and their estimate, and the business plan. Ms. Ellithorpe suggested that an outline list should be developed by the PBC for what is needed in the building. There was discussion surrounding the equipment needs of the building and the timeline for bidding. The MEP needs and the type of construction are the biggest unknowns. A code analysis should be included with all estimates. The windows and sprinkler system look reasonable. The draft schematic plans developed by Silver Petrucelli were analyzed and discussed. A dedicated hvac system for the gymnasium will be needed.

### **Town Hall Project:**

Ms. Oakes presented a rough draft of the CM at risk RFP. Chairman Sangiovanni stated that there should be two separate RFPs for the Bridge Street School and Town Hall construction manager bids. The timelines for construction will be different, so there is no benefit in grouping the two projects together. A CM at risk delivery method guarantees a maximum price after bidding when the documents are done. The CM at risk is working for this committee and the town. Ms. Oakes will separate the two projects into two RFPs. The committee will review the current draft RFP and give email feedback with any comments. Ms. Ellithorpe suggested that a conceptual design phase is not needed, since it was done previously and it will be removed from the RFP.

### **Kent Memorial Library:**

The results of the HVAC balance report were distributed and discussed. There are a number of places in the building that don't meet the balance. The balancing company stated that the registers are either fully opened or fully closed in eight places in the building and they can't be adjusted. The mechanical engineer at Silver Petrucelli now has the balance report and is currently reviewing it and then it will go to the building official.

Specific register results were discussed and analyzed. The intermediate south side on the perimeter #25 is fine, but #24 is low at 186cfms and should be at 250cfms. Number 26 is at 179cfms but should be at 250cfms. Number 27 has more flow than it should have. The lower basement level is all good. It was suggested to put a camera down into the registers to see if there are any blockages. Mr. Petrucelli will be contacted to check on the status of their review. This report is needed to continue with the environmental piece.

The contingency budget is at \$4,700.00

**Invoices:** None

**Other Business:** None

**Adjourn:** There was a motion made and seconded to adjourn at 8:49 p.m.

**Next Meeting Date:** The next meeting of the PBC was tentatively set for August 11 at 7 p.m.

Submitted by Linda Zaffetti  
Executive Assistant DPW

**\*These minutes are not official until accepted at a subsequent PBC meeting.**