

**Minutes of the Permanent Building Committee
Meeting of December 3, 2009**

Attendees:

PBC members Joe Sangiovanni, Glenn Neilson, Gene Torone, Bill Gozzo, Cathie Ellithorpe, and Kevin Goff were present. Also present were Jack Muska (Suffield Public Works Director), Edward Flanders (Suffield Building Official) Paula Pascoe (Suffield Senior Center Director) and Tom Frenaye (Suffield First Selectman).

Call to order: Meeting was called to order at 7:00 pm.

Public Comment: none

Correspondence: none

Approval of Minutes from November 5, 2009 PBC Meeting:

Glenn Neilson made a motion to approve the November 5, 2009 PBC meeting minutes. Bill Gozzo seconded the motion. Motion passed unanimously.

Senior Center Project:

Construction progress review and coordination:

- Millennium Builders will provide partial lien waivers for subcontractors.
- Millennium Builders will bring in more manpower to complete the roof replacement before cold weather occurs.
- The paving binder coat is completed. The pavement top coat will be applied in the spring 2010, presumably at no extra cost to the Town.
- Millennium Builders will provide an as built plan for the two percent slope for the handicap parking area.
- Millennium Builders will provide an updated construction schedule.
- Ted Flanders will check the attic space for ventilation and insulation where ice build-up occurs.
- An access hatch is required in closed attic spaces where gas pipes run through.
- Tom Frenaye will discuss Information Technology (IT) needs with Dan Beaudoin. The committee needs specific details of the IT layout.

Emergency generator design and plans:

- Generator plan and specifications were sent to contractors on December 3, 2009. Bids are due back on December 17, 2009. Mandatory walkthrough will be on December 10, 2009.

- CES Engineering needs to provide a stamped set of generator plans and specifications before a certificate of occupancy can be issued.
- Hayden Electric needs to write on the back of the permit application that a generator would be covered under his permit. The generator contractor will need to apply for a permit.
- Millennium Builders will be responsible for the generator concrete pad and installation.
- Fireproof sleeve/seal need to be installed when penetrating the firewall with gas pipe.

Kitchen equipment design and plans:

- The range hood needs to be serviced and inspected by a trained certified service technician before being placed into service.
- The kitchen equipment bids received are:

<u>Paradise Equipment</u>	\$11,768.30- *Low bidder*
<u>Kittredge Equipment</u>	\$13,619.25
<u>Classic Equipment</u>	\$8,075.11- Did not respond correctly to the bid. Did not specify ADA equipment.

- Millennium Builders to provide detailed specifications quote on ADA kitchen.

Gene Torone made a motion to approve the purchase of ADA kitchen compliant equipment from Paradise Equipment. The funds for the Senior Center kitchen equipment were donated by the First National Bank of Suffield and the Suffield Rotary Club. Paula Pascoe will verify procedure for making purchase with Debbie Cerrato, Suffield Finance Director. Kevin Goff seconded the motion. Motion passed unanimously.

Change Orders: none

High School Civil Rights Compliance Audit- ADA Issues:

Status Review:

- Glenn Nielson to discuss with Chris Laux, Suffield ADA Consultant, to ask JCJ Architects to pay for ADA repairs at the High School.

Plans for corrective action:

- The latest plan of action was submitted by Chris Laux, Suffield ADA Consultant, to State Bureau Schools Facilities Unit. The committee is awaiting response.

Town Hall Roofing Project:

- Issue with one scupper draining on the front of the Town Hall.

- Hibbard Architects to check on the standard for standing water allowed. Hibbard Architects will follow up with roofers on the installation.
- The lightning protection on the Town hall is currently being quoted for repair.

High School Agri-Science Large Animal Facility Project: none

Spaulding School Roofing Project:

- The Board of Selectmen and Board of Education approved the drawings and specifications and passed them on to the State Bureau of Schools Facilities Unit for their approval.

Invoices:

Gene Torone made a motion to pay Millennium Builders invoice for \$140,314.17 subject to Millennium Builders providing partial lien waivers and lien waivers on subcontractors. Motion was seconded by Glenn Nielson. Motion passed unanimously.

Other Business: none

Schedule next meeting(s): Next scheduled PBC meeting will be on December 17th at 7:00 pm.

Adjourn: Meeting adjourned at 9:12 pm.

Respectfully submitted by,

John Cloonan