

EAST WINDSOR BUILDING COMMITTEE
EAST WINDSOR, CONNECTICUT

MINUTES OF September 12, 2013 - Special Meeting

I. TIME AND PLACE OF MEETING

The meeting was called to order by Vice Chairman Al Rodrigue at 5:35 p.m. at the East Windsor Town Hall meeting room, 11 Rye Street, Broad Brook, CT

II. ATTENDANCE

PRESENT: Vice Chairman Al Rodrigue, Jim Borrup, Bill Grace, Joe Sauerhoefer and Tom Stremper. Also present were Richard Labrie, of Futures Education, Consultant to the East Windsor School system; Stephen Dewey, of Dewright Design LLC; Denise Menard, First Selectman; and Len Norton Town Engineer.

III. ADDED AGENDA

No added agenda items.

IV. PREVIOUS MINUTES

Upon **MOTION** by Mr. Sauerhoefer, seconded by Mr. Borrup, it was
VOTED: To approve the minutes of August 19, 2013
In Favor: Unanimous

V. UNFINISHED BUSINESS

1. BROAD BROOK MODULAR CLASS ROOMS
Establish Process / Procedures

Copies were distributed of a Proposed Project Milestone Schedule and Scope of Services Summary regarding the modular classrooms. Mr. Lebric noted that there will be a prep meeting with the State on September 24th. He said they require a schedule for scope of services. The State requires the prep meeting before the specifications are completed. He said they approve the specs, the process and the time-line. Mr. Lebric noted that 50% of this is the State's money.

Mr. Labrie said the State is going to ask for the general condition of the existing building. One concern is ADA compliance with the building regarding the bathrooms and some of the door hardware. He said they might have an issue down the road with the State. They may require that the building be brought up to ADA standards. He said if they tell us we need to do that, he suggested that we ask to add that onto the grant. Mr. Labrie indicated that all the bathrooms in the

modulars will be ADA compliant. The handicap stalls take two regular stalls and make it into one. Mr. Labrie pointed out that after the prep meeting they will do a fixture count.

Mr. Labrie indicated that when they take away the six parking spaces they have to create six spaces somewhere else. Where the custodians park now, they could move the fence six feet and create spaces towards the end of the modulars. Mr. Labrie noted that they are starting on the site plans now. He said he thinks they can get 10 or 11 spaces.

Mr. Labrie said the prep meeting with the State will drive the process to some degree. At this point he introduced Stephen Dewey from Dewright Design LLC. Mr. Dewey said he would be happy to attend meetings. Mr. Rodrigue said they would like to be kept apprised and to be part of the sign-off process. He said they would want the final stamp on money going out and approval of the contracts going out. Mr. Labrie said when they go to bid, the bid award will be at the recommendation of the Building Committee. They have to approve it. Mr. Rodrigue indicated that they want a more active role in the opening of the bids. He said he hoped the opening of the bids will be done with the Building Committee present. Mr. Labrie said they could open the bids here at the town hall at a time that is convenient for the Building Committee. Mr. Norton asked if the architects will be doing all of the documents and the advertising. Mr. Dewey said they will be handling that.

Mr. Rodrigue said once the contract is awarded they should be able to appoint a sub-committee to oversee the project and visit the job site. Mr. Labrie said if he gets the email addresses of the sub-committee he will send them copies of everything.

Mr. Norton said the units are going to be built off-site and shipped here and asked once they get here, how long it will take to install them. Mr. Labrie said it will take from four to six weeks. They will get a purchase order no later than March 1st, hopefully in February. Mr. Rodrigue asked Mr. Labrie and Mr. Dewey about the frequency of the visits to the job site. Mr. Dewey said once construction starts, it would be once a week. Mr. Labrie said he is required to be there at least one hour each day.

Mr. Rodrigue asked the Committee members if there were any other concerns. Mr. Sauerhoefer said he thought they were all on the same page. He said they want to be involved. They weren't part of the existing modulars. Mr. Labrie said he is happy to have people involved.

VI. FINANCIAL

Nothing to report.

VII. NEW BUSINESS:

1. UPDATE ON TOWN HALL HVAC SYSTEM

Mr. Norton distributed preliminary plans of the heating and cooling system to the Building Committee members for their review, along with a Statement of Probable Construction Costs from EDM. Mr. Rodrigue noted that the original system that was proposed was to put in roof-top units. That has been redesigned because of the overall costs. It became more expensive than anticipated. He said the new system can be done through one system outside. The piping going through will require very little interior work. It will be a big unit in the back. Ms. Menard indicated that the Town Clerk's vault was an issue. This takes care of it. Mr. Rodrigue said it would also be less demolition. Mr. Norton noted that it is more efficient. Mr. Rodrigue said there is a down side as far as electrical capacity is concerned. The present generator would be too small to accommodate for a power outage. Mr. Norton indicated that they were looking to get a generator for the Town garage and that is the size they need. Mr. Grace said that is a lot of money to spend on a generator that is only used occasionally. Ms. Menard said it is not an option. This is a back-up to the Police Department. They could operate out of here if they needed to.

Mr. Norton noted that the heat is electric. He said even with the cost of the electricity it is still a more efficient system than the roof-top unit. Mr. Stremper asked if they can have gas to power it. Mr. Rodrigue said they would have to ask the engineer to get an answer.

Ms. Menard said she wanted to be sure the Building Committee agrees that we are heading in the right direction. She suggested that the Building Committee members take the plans home to review and schedule another meeting in a week to 10 days. It was agreed to have a meeting on Monday, September 30th starting at 5:30 p.m.

2. UPDATE ON TOWN HALL ANNEX ROOF

Copies were distributed of an Annex Roof & Repair Proposal quote from J & N Builders in the amount of \$32,639.00. Mr. Borrup said the roof is leaking and causing damage inside. Mr. Rodrigue noted that the work should be done before

winter gets here. He said the thought they would have to go to emergency funds since this is needed as soon as possible. Ms. Menard said if it is that urgent she would suggest that it go before the Board of Selectmen for their recommendation. Then the Board of Finance either finds the money or says they don't have the money. After some discussion, it was suggested that the quote be updated with a firm price and have it ready for the next Building Committee meeting on September 30th. At that time, the Committee will make a motion with their recommendation.

3. GAS LINE FOR GENERATOR AT POLICE DEPARTMENT

This was tabled until the next meeting, September 30, 2013.

VIII. INFORMATION

None

IX. TOPICS FROM THE FLOOR

None

X. PUBLIC PARTICIPATION

None

XI. ADJOURNMENT

Upon **MOTION** by Mr. Stremper, seconded by Mr. Borup it was:
VOTED: To adjourn at 6:32 p.m.
In Favor: Unanimous

Respectfully submitted,

Marlene Bauer
Recording Secretary