

**EAST WINDSOR BUILDING COMMITTEE  
EAST WINDSOR, CONNECTICUT'**

**MINUTES OF APRIL 30, 2014 - SPECIAL MEETING**

**I. TIME AND PLACE OF MEETING**

The meeting was called to order by Chairman Cliff Nelson at 6:00 p.m. at the East Windsor Town Hall meeting room, 11 Rye Street, Broad Brook, CT.

**II. ATTENDANCE**

Present: Chairman Cliff Nelson, Al Rodrigue, Bill Grace, Skip Kement, Joe Sauerhoefer and Jim Thurz. Also present were Denise Menard, First Selectman, Len Norton, Town Engineer, Dr. Theresa Kane, Superintendent of Schools and Richard Labrie of Futures Education, Consultant to the East Windsor school system..

**III. ADDED AGENDA:**

Mr. Sauerhoefer noted that there was one added agenda item which is to discuss the payment for the engineering of the HVAC system for the town.

**IV. PREVIOUS MINUTES:**

Upon **MOTION** by Mr. Sauerhoefer;                      Seconded by Mr. Grace, it was  
**VOTED:** to approved the minutes of February 11, 2014.  
**In favor:** Unanimous

**V. UNFINISHED BUSINESS:**

**1. RENOVATIONS TO THE MIDDLE SCHOOL NURSE'S OFFICE**

It was noted that this would be on hold until they get financing. Mr. Rodrigue referred to the minutes from the previous meeting (February 11, 2014) which stated that "Mr. Sauerhoefer pointed out that the renovations to the nurse's office is preliminary. They will have to come back to the Building Committee with the design. Mr. Rodrigue said he would like to have more information on the nurse's office by the next meeting as far as the final drawings are concerned. "

Mr. Rodrigue pointed out that this never occurred. He said the next information that they received on it was the notice of the bid in the newspaper that was posted on April 21<sup>st</sup>. He said he made himself available to try to acquire the plans and specs. He went to the school and they gave him a set of specs on the renovations. Everything was dated February 11, 2014. There were no updates, no changes. Nothing was communicated to Len Norton or to the Building Committee. Mr. Rodrigue said the invitations to bid had a mandatory walk-through but no one had the invitations to bid. He said there was a discrepancy in that the public notice said the bid opening would be at 12:00 on May 5<sup>th</sup> and the invitation to bid document said it would be at 2:00. Mr. Rodrigu said that if he had not followed through and informed himself it would have been in jeopardy. Fortunately he was able to contact EDM and now unfortunately there is not enough money to do the job. He said we are here to help people. Dr. Kane said she is aware of that. She said before she got here they didn't even come to this committee. She is trying to correct things. Mr. Rodrigue said that is why he is bringing this up, so that they are all aware and are all on the same track of doing things. It is important to communicate. Mr. Nelson suggested that in the future it be put on the Town website that lists up and coming bids. Dr. Kane said that this is still before the CIP.

## **2. UPDATE – BROAD BROOK SCHOOL MODULAR PROJECT**

Richard Labrie explained that they are about five to six weeks behind schedule. They are hoping that by tomorrow afternoon they will have the final pitch from the State. It has taken a long time for the State process. It is a cumbersome process. The work falls on one person for all of the State projects. Mr. Labrie said the only major change in the specs was with regard to the fire marshal and the insulation that was being used in the crawl space underneath. Originally it was sprayed on urethane and the fire marshal wanted something different so they came up with an alternative.

Mr. Labrie said they are hopeful that the project will be starting this summer. They are not sure that they can get it finished in time for the start of school. He said they have developed a contingency plan that he thinks will work. They will know more when they have the bidder's meeting. At the bidder's meeting they will get a sense of when they can get the modulares out of the factory. If they can get here by the end of June from the factory they can have them done before the start of school. That is the hang-up now. They think they can get four out of the factory quicker than they can get the rest. Mr. Labrie said when they know more he would be happy to come before the committee again.

Mr. Rodrigue asked about the sprinkler systems. Mr. Labrie said the design was to have sprinkler systems in both units. Mr. Nelson said they should make sure that the contractors take out all the local permits from the Town. Mr. Labrie said they have already contacted Rand Stanley, the Building Official.

Mr. Rodrigue said he understood that the Building Committee will be part of the bid process. Mr. Labrie said it will be this committee that awards the bid. Mr. Rodrigue said a representative of the Building Committee should be there to review the bid process. Mr. Labrie said he assumed that they will have CREC and a representative of the committee review the bids and do due diligence to make a recommendation to the committee. He said he is not sure if the State will require them to approve the bid specs again prior to publication. They will know that within a week. If they do require that, they will ask for a special meeting of the committee.

## **VI. FINANCIAL**

Nothing to report.

## **VII. NEW BUSINESS:**

### **1. PROPOSAL TO HAVE VOLUNTEERS WORK ON WINDOWS AT TOWN HALL ANNEX**

Mr. Grace distributed copies of an outline of the scope of work for window restoration at the Warehouse Point School building. He said a few people are interested. He explained that the scope of work would be to remove the upper and lower sashes one window at a time, then put a piece of plywood over it. The windows would be taken off site to restore them. Mr. Grace said that many of the windows have rotted. They would like to be able to go ahead with this. Mr. Thurz asked about insurance. He suggested they should have some type of waiver for if someone falls. Ms. Menard said as soon as they remove the windows it is our liability. Mr. Grace said they would take a window out and restore it and bring it back. Mr. Grace pointed out that he has done this before. He said this has been sitting for a number of years. Mr. Rodrigue said if we can do it in a way that there is a hold harmless issue for the parties. Ms. Menard said she would get the insurance company to do it. Mr. Grace said he would sign whatever they want him to sign. Mr. Nelson said this is a great idea and he commends him for it. He said he wouldn't want to see him sign anything and not knowing what could happen.

Mr. Sauerhoefer said he would like to be able to tell him where to start. There are key rooms. There is a file room that has town records. Ms. Menard said she will call the insurance company to see what they need for a hold harmless and she what their concerns are since it is an old building. She suggested going in there with Joe Sauerhoefer or Len Norton. Mr. Grace suggested boarding up the windows for now that are open to the outside so that they don't have more deterioration.

Upon **MOTION** by Mr. Rodrigue; Seconded by Mr. Kement, it was **VOTED:** To have Denise Menard look into the requirements from the insurance company and work with Bill Grace on that and once we know that is going on, give Bill Grace the OK to go ahead with this project, coordinating with Len Norton on the windows that need to be done first.  
**In Favor:** Unanimous

#### **VIII. ADDED AGENDA ITEM – DISCUSSION ON PAYMENT FOR THE ENGINEERING OF THE HVAC SYSTEM FOR THE TOWN:**

Mr. Norton passed out copies of outstanding bills from EDM along with an email from Tim Eagles of EDM. Mr. Norton said he had a phone conversation with Mr. Eagles where he was looking for around \$11,000. He said almost \$9,500 was for the new design of the HVAC system that no one ever approved. He said Mr. Eagles had asked him to try and get some or all of the \$9,500 but aside from that we actually owe \$2,425.02 from the original contract.

Upon **MOTION** by Mr. Sauerhoefer, Seconded by Mr. Grace, it was **VOTED:** That we approve the payment of the \$2,425.02 that we owe.  
**In Favor:** Unanimous

Mr. Norton noted that the original design was the roof top units. When they started to do the design they realized that added a lot of expenses to the construction project. His engineer should have alerted the fact that there was some cost with the redesign. They should have given us the option to renegotiate costs. Ms. Menard said they should have done more homework up front. The end result is that we benefit from the redesign. She suggested splitting the cost. Mr. Nelson suggested paying \$4500 of the \$9500.

Upon **MOTION** by Mr. Rodrigue; Seconded by Mr. Grace, it was **VOTED:** To pay \$4,500 of the \$9,500.  
**In Favor:** Unanimous

**IX. TOPICS FROM THE FLOOR:**

None

**X. PUBLIC PARTICIPATION:**

No one asked to speak.

**XI. ELECTION OF OFFICERS:**

Upon **MOTION** by Mr. Nelson; Seconded by Mr. Sauerhoefer, it was  
**VOTED:** To have Al Rodrigue become the new Chairman.  
**In Favor:** Unanimous

Upon **MOTION** by Mr. Nelson; Seconded by Mr. Sauerhoefer, it was  
**VOTED:** To have Jim Thurz as Vice Chairman.  
**In Favor:** Unanimous

Upon **MOTION** by Mr. Nelson; Seconded by Mr. Thurz, it was  
**VOTED:** To have Joe Sauerhoefer as Secretary.  
**In Favor:** Unanimous

**XII. ADJOURNMENT:**

Upon **MOTION** by Mr. Sauerhoefer; Seconded by Mr. Thurz, it was  
**VOTED:** To adjourn at 7:00 p.m.  
**In Favor:** Unanimous

Respectfully submitted,

Marlene Bauer  
Recording Secretary