

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PUBLIC BUILDING AND SITE COMMISSION.

Minutes of the regular meeting of the Public Building and Site Commission held on Tuesday, May 27, 2014. Chairman Robert Mitchell called the meeting to order at 7:00 p.m.

Present: Robert Mitchell, Anthony D'Angelo, Thomas Catalina, Joseph Borst, Rick Matschke, Roger Letso. **Absent:** James Juliano, Peter Samoskevich. **Also Present:** Clerk of the Works William Knight, GERALYN HOERAUF Senior Project Manager from Diversified Project Management.

Public Participation. None noted.

Minutes. The minutes of May 14, 2014 will be amended to note the correct date. Upon motion of Mr. Borst, the minutes of the regular meeting of April 22, 2014 were accepted as presented and the minutes of the special meeting of May 14, 2014 were unanimously accepted as amended.

Review of Town Initiated Projects - ESCO Status and role of PB&S. Mr. Matschke reported that the audit report is being completed by Celtic. PB&S has no further role until Celtic presents their report to PB&S. Mr. Letso agreed. Mr. Mitchell would question anything be done at Town Hall South or Edmond Town Hall. Celtic will be invited to a PB&S meeting when their audit report is completed. This review is anticipated to take at least 30 days.

High School. Mr. Knight reported that a meeting is scheduled with various subcontractors to determine the next course of action concerning the roof issue. This may be a warranty issue or an installation problem related to the curtain wall. The source of the leak needs to be finally determined. Mr. Knight presented a letter from Noblin and Associates detailing their findings.

Sandy Hook School. Ms. Hoerauf distributed "Sandy Hook Elementary School, Newtown, CT., Monthly Report to the Public Building and Site Commission May 27, 2014". Key elements included the following:

- Possible September ground breaking.
- Meetings with the State on June 23 to review the design documents and in September to review the building plans.
- School Safety Design Committee established.
- Town is working on getting the gas main up Washington Avenue.
- Town is partnering with UConn to apply to the National Institute of Justice for a grant concerning school security components and the impact of these components on the educational environment.
- Energy efficient systems being explored. Whether there are payback and energy savings must be determined through a life cycle cost analysis.

- The Board of Education accepted the motions previously approved by the Public Building and Site Commission.
- Size and shape of the school was explained in the Letter of Intent to the State, defining the increase in square footage and why this is within the definition of a school of “approximately the same size” presented by the Bureau of School Facilities.
- Third party peer reviewer being considered if the State does not believe it can complete its review of the project documents within the required 30 days.
- Community meeting on June 5 at the high school.
- Inland Wetland/Planning and Zoning applications planned in June/July.
- July 8 design development process will be presented to PB&S.

Community Center. The Board of Selectmen referred the project to the Public Building and Site Commission at their meeting of May 19. The Board of Selectmen would like PB&S to handle this project in the same way as they are handling the SHES project. Diversified Project Management was asked to prepare a proposal for services and a report for the Board of Selectmen. Ms. Hoerauf noted:

- Design documents to be completed in May, 2015.
- RFQ’s to be reviewed by PB&S to select architect.
- Sixteen month construction period.
- Completion in summer of 2016.
- Square footage for Senior Center and Parks and Recreation to be determined.
- \$10 million cap per the GE grant for design and construction. Remainder of grant for maintenance and operations.
- Board of Finance earmarked funds for professional services.
- Mr. Borst moved that Diversified prepare a proposal as project manager for the selection of the Architects and Construction Manager for the design of the Community Center similar to that of the Sandy Hook Elementary School. Second by Mr. D’Angelo and unanimously carried.
- Ad Hoc committee will be established.

New Business. Mr. Mitchell attended an FOIA seminar and noted:

- Under FOIA a motion must be made to consider New Business before it can be placed on the agenda.
- PB&S is very compliant with FOIA.
- Mr. Mitchell reviewed the procedure of running a meeting under FOIA.
- Handouts need to be noted in the minutes but do not have to be attached to the minutes. People can obtain copies for payment.
- Drawings that are not brought to the meeting by the architect, engineers and other professionals but are not presented are not public record. Only those documents that are presented or distributed are part of the public record.
- Public participation should not be noted on the minutes.
- Executive session needs to have a motion approved to be placed on the agenda.
- Emails pertaining to business between meetings should be attached to the next meeting’s minutes.

- Private emails should not be used for commission work. Town should set up an email for each commission.
- Changes to the minutes are made at the next meeting and included in those minutes.
- Meetings postponed and rescheduled are special meetings.
- More than one political party involved in a discussion constitutes a meeting.
- Members of the same party meeting is a caucus.

Sandy Hook Elementary School.

Invoices.

Mr. Mitchell noted that the amounts of the Svigals invoices approved at the May 14 meeting were incorrect, reflecting the total balance due and not the amount of the individual invoice. Mr. Borst moved to approved Svigals invoice #1360-07 in the corrected amount of \$153,330.63 and invoice #1360-08 in the corrected amount of \$220,321.77. Second by Mr. D'Angelo and unanimously carried.

The next regular meeting will be on June 10, 2014. The only item on the agenda will be the Sandy Hook School project. The regular meeting of June 24, 2014 will consider other business.

Adjournment. Upon motion of Mr. Borst the meeting adjourned at 8:30 p.m.

Ann M. Mazur, Clerk