



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786
TOWN OF ELLINGTON
55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187

www.ellington-ct.gov

**PERMANENT BUILDING COMMITTEE
REGULAR MEETING
NICHOLAS J. DICORLETO, JR. MEETING ROOM
TUESDAY, SEPTEMBER 12, 2023**

MINUTES

Members Present:

Peter Welte, Chairman, Sean Kelly, Gary Blanchette, Ron Stomberg, Gary Magnuson, Vice Chairman, Dale Gerber, Tom Adams

Members Absent:

James Fay, Gary Feldman, Guy Burns, Patrick Stavens

Others Present:

Alisha Carpino, Tom Modzelewski, Jack – Arcadis, Michael Skapczynski - O&G, Kelly Nelli, Jim - DRA, Jennifer Hill

1. Call to Order

Chairman Peter Welte called the meeting to order at 6:00 PM.

2. Approval of Minutes of August 8, 2023 and August 23, 2023 Meeting

Approval of Regular Meeting Minutes from August 8, 2023: MOVED (T. Adams) SECONDED (S. Kelly) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES

Approval of Special Meeting Minutes from August 23, 2023: MOVED (T. Adams) SECONDED (R. Stomberg) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES

3. Lighting Project

Tom M.– not much of an update – mandatory pre bid tomorrow morning starting at 10am
Sean Kelly – no meeting until we get bids

Alisha – meeting once a week at this point but no updates at this time

4. Windermere Project

PTO bought some risers which will be brought up in FFNE (?) meeting to see if they can continue to be used

Mike O&G – almost complete with site enabling. Crews off upper field – did encounter a lot of rock – 225 yards so far. Cutting area for retention basin now. Waiting on water quality catch basin. Grass planted on top and being watered. Working on lower field now. Should be wrapped up in a week or so. Shooting for mid November for mobilization. We will get documents out so work can start.

Jim - DRA – focused on pre bid conformance review (PCR) – checklist of 84 items with things that need to be done, certifications that need to be had, includes 30x42 drawings – about 370 sheets of drawings across all disciplines – plumbing, lighting, etc. 25,000 pages of specs. All of this is submitted to the State. OGA reviewer Bob Selmer – incredible capacity for attention to detail – scheduled for last review with Bob tomorrow morning at 9:30am. At last meeting we had 15 open items that included things like having numbers aligned on forms. 13 of those 15 are solidly resolved. Kelly provided some good information this afternoon. There is an outstanding signature by Health Department of their review of the playgrounds - this came through today. Two items remain – building permit which we don't have in hand as of yet, and State modification for plumbing – non concurrent use – granted regularly for school work. We expect to have it but right now it is with the State. After meeting we will wait for a letter from Bob stating we are authorized to go out to bid. Once that happens, this letter will be sent to O&G.

Next phase – another set of documents, furniture, fixtures, equipment and technology – package that is separate from the other packages. Looking to get started with that by the end of the month. Sitting with staff to discuss needs, etc

Kelly – no updates – need a motion to be able to go out to bid once approval comes from OGA is received

Tom – where the driveway is that has been put in –the sidewalk is crushed. Is there a way to put a steel plate or something in since this is a tripping hazard?

Mike – this has been noted and resolution is being worked on.

Gary Magnuson – Jenn – are you good with the school?

Jenn - at this point, we are not using any of that side field – once there is some grass we will be able to use it. For fire drills we are using our snow fire drill protocol. PE is rotating on the recess playground and doubling up in the gym as needed as well.

Tom – DPW standpoint – any consideration to fence around the pond?

Mike – at least the orange protection fence will be put up, but this will be further discussed with Genovesi. Jenn noted they (students) will likely be on the other side but still a good point to address

Tom – site super has tried to reach out to 230 Windsorville – unlikely an impact to the project

Mike – likely encountered some ledge – very improbable it had anything to do with what we were doing
Peter noted that a neighbor left a voice message over the weekend re: well water being dirty. Tom noted he also got a hot call at DPW Monday morning regarding this as well. Tom advised the neighbor that if it was a Town related issue to file a claim through the clerks' office and the Town will address the issue.

Discussion around a flyer/mailling going out to the neighboring homes re: who to contact if there is an issue

Approval for PBC to send out to bid pending approval letter from OGA:

MOVED (G. Magnuson) SECONDED (T. Adams) AND PASSED UNANIMOUSLY

This is expected to occur this week

Peter – site enabling is more of the minor side. When the project is in full swing there will be a trailer on site. In the upcoming months it will be good to know what the procedures will be if anyone comes on site. This will be discussed and the procedure will be relayed.

5. HVAC Project

Alisha – 5 bids received – all bids under budgeted amount. Scored bids and brought 3 companies back for interviews. All had good qualities and good experience. Selected BL Companies. They were very clear that it wasn't "there way or the highway" and they are willing to listen to all members and be available for all meetings. They also have multidisciplinary resources – environmental within them – and other options when supply issues come up and they explained how they dealt with supply issues with other projects.

Ron Stomberg – just a thought – seems that within days of talking about the HVAC program that all of a sudden we had a big push re: AC in schools – I know that's another whole topic – I just hope that we work our existing material to pre-empt the idea that someday rather soon we go to AC. It would be shame to miss the opportunity to pre-plan a little bit.

Peter – ballpark what part of Windermere will be AC?

Jim – 100%

Motion to contract with BL companies for HVAC:

MOVED (G. Magnuson) SECONDED (T. Adams) AND PASSED UNANIMOUSLY

Magnuson – when do they anticipate going to bid?

Alisha – could not do much until approval here, Tiffany already set to move forward.

6. Approval of Invoices

Legal services Robinson and Cole \$194.00

MOVED (R. Stomberg) SECONDED (T. Adams) AND PASSED UNANIMOUSLY

DRA Design Services \$100,663.45

MOVED (T. Adams) SECONDED (D. Gerber) AND PASSED UNANIMOUSLY

GNCB Consulting Engineers – threshold review – \$7,500.00

MOVED (T. Adams) SECONDED (G. Blanchette) AND PASSED UNANIMOUSLY

O&G pre construction \$14,234.00

MOVED (D. Gerber) SECONDED (T. Adams) AND PASSED UNANIMOUSLY

Piers Associates – code compliance review – \$23,500.00

MOVED (G. Magnuson) SECONDED (T. Adams) AND PASSED UNANIMOUSLY

Arcadis – \$13,974.00 – August - September 3, 2023

MOVED (S. Kelly) SECONDED (G. Blanchette) AND PASSED UNANIMOUSLY

7. New Business

Peter- had someone ask who the clerk is going to be? Peter noted in the past with some projects, the town has hired a clerk to go out and be in the trailer to answer these questions.

Kelly- clerk is Arcadis. Kelly is hired to be part time on site. O&G will be full time with 3 staff so we may want to discuss them being main point of contact.

Jack - typically it will be our project manager. We will have leaflets that will be passed around the neighborhood as to who to call. If there are issues that we do come across in the field, we will go to Arcadis and to Jim's group to discuss. We may want to talk about a subcommittee re: this area

Peter – in past projects, we have had approval to have 2 PBC members to be present in the trailer for questions and approvals up to a certain monetary amount. As we swing into renovate, it seems like it may be better to have someone from Arcadis full time.

Kelly agrees with this assessment. During the new build it's self explanatory. With a renovate to build its different. Part time we tend to be disengage and not up to date. Also talking about photo documentation with a camera company who comes in bi weekly or monthly to document progress. This is helpful if someone is not on site to approve change orders and address other areas

Jim – we have had success with a lot of different approaches. Agree with Kelly that as we move into new construction to renovation there is a whole set of other issues that come up. We have confidence that we will be able to manage this but certainly another set of eyes is useful.

Jack – we have worked with Kelly with other projects. Agree with Kelly. Only recommendation would be to have them brought in a little earlier to assist with the transition especially if there is furniture to be re-used

Magnuson – like the idea of having a person representing us full time once the project gets fully underway. I think we will be alright with the new construction, but especially as we get into the renovation, we do not have time all the time to answer daily calls. Agree having Arcadis be there full time. Asked Kelly to give us a proposal relating to that as well as a couple of different start times as well.

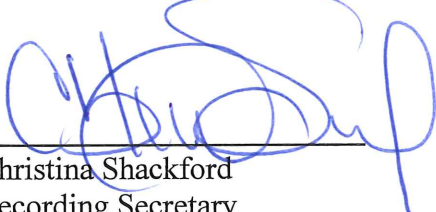
Kelly – move management services – we want to look into if we need to solicit for prices. Want to get the move manager involved. PBC members support bringing this topic back at next meeting

No new business

8. Adjournment

MOVED (D. Gerber), SECONDED (S. Kelly) AND PASSED UNANIMOUSLY TO ADJOURN THE PERMANENT BUILDING COMMITTEE MEETING AT 6:37 P.M.

Submitted by: _____


Christina Shackford
Recording Secretary

Permanent Building Committee
September 12, 2023
Special Meeting Minutes
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