

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

MINUTES OF MARCH 3, 2015 - SPECIAL MEETING

I. TIME AND PLACE OF MEETING

The meeting was called to order by Chairman Al Rodrigue at 5:32 p.m. at the East Windsor Town Hall meeting room, 11 Rye Street, Broad Brook, CT.

II. ATTENDANCE

Present: Chairman Al Rodrigue, Dick Pippin, Joe Sauerhoefer, Tom Talamini and Jim Thurz. Also present were Denise Menard, First Selectman; Len Norton, Town Engineer/Director of Public Works; Roger Baker, Facilities Manager; and Jason Bowsza, Board of Selectmen liaison to the Building Committee;

III. PREVIOUS MINUTES:

One change was noted: On page 1, last paragraph, second line, LaRoche Builders bid should be \$186,688.

Upon **MOTION** by Mr. Sauerhoefer; Seconded by Mr. Thurz, it was **VOTED:** to approve the minutes of February 17, 2015, with the change.

In Favor: Unanimous

IV. UNFINISHED BUSINESS:

1. REVIEW FINAL BIDS FOR THE NURSE'S STATION AT THE MIDDLE SCHOOL – TO VOTE ON AWARDING THE CONTRACT

Chairman Rodrigue explained that he, Len Norton and Roger Baker recently met with the two lowest bidders, LaRoche Builders and Daniell's, LLC. They asked the same questions for both and both of them answered the questions about the same. He said they talked about cost savings and neither of them could come up with any specific answers. The sub-contractors will have to provide insurance certificates. There will be a foreman on the job at all times. Contractors' qualifications statements are to be provided before the award of the contract. Mr. Rodrigue noted that both bidders were asked to submit the revised forms as far as the AIA qualifications and other pertinent materials are concerned. LaRoche Builders, the lowest bidder, provided a packet of material including the

AIA 305 bid breakdowns, a copy of licensing and financial statements. The other bidder, Daniells, put a new price on his bid to see how they could reduce the cost of the job. They can't accept a reduced low bid on a negotiated price. They have to consider the original price.

Mr. Rodrigue said he and Mr. Baker reviewed the material. Now it is up to the Building Committee. The overall budget is \$179,000. The lowest bid was \$186,688. He said he spoke to First Selectmen Menard and she said the contract would be with the Board of Education. He spoke to the architect and he said he would sit down with them to draft the proper contract. Roger Baker will be overseeing the job. It was suggested that a sub-committee of the Building Committee be set up to help oversee the project. It was determined that Jim Thurz and Tom Talamini would be on the sub-committee.

Upon **MOTION** by Mr. Sauerhoefer; Seconded by Mr. Talamini, it was **VOTED:** To award the contract for the nurses' suite at the Middle School to the low bidder, LaRoche Builders. The project contract to be signed by the Board of Education and managed by Roger Baker and EDM.
In Favor: Unanimous

V. FINANCIAL

Nothing to report.

VI. NEW BUSINESS:

1. REVIEW OF PERMANENT BUILDING COMMISSION ORDINANCE

First Selectman Menard referred to the Permanent Building Commission Ordinance from 1998 (Attachment A). She said there could be improvements on the way it is worded and suggested that we could rescind this ordinance and have a new ordinance put on the books that is more current. The Building Committee members went over the ordinance and suggested some changes.

The ordinance states that the Building Commission shall inventory and annually inspect all buildings owned by the Town. It was noted that the inspections should be done by staff. Then the Building Commission should be given a list of the major things that need to be done. Anything greater than \$20,000 would then be forwarded to CIP. Mr. Pippin pointed out that the last paragraph states that the

Building Commission shall "review" all building projects funded by the town. He suggested that it should be changed from "review" to "oversee". Ms. Menard suggested having one of the members come in and meet with her to go over this. Mr. Pippin said he would be willing to do that. Then it will come back to the Building Commission for their review and then on to the Town Attorney. It was determined that from now on they would be referred to as the Permanent Building Commission.

VII. INFORMATION

Len Norton gave an update on the Town's HVAC system. He said it is progressing quite well. They are in here every day. They have to make two penetrations into the vault in the Town clerk's office. They have to deal with the State Library and have to protect the records so the Town Clerk has to be there when they penetrate the vault.

VIII. TOPICS FROM THE FLOOR:

None.

IX. PUBLIC PARTICIPATION:

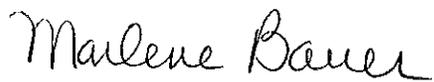
Steve Dearborn said he wanted to talk about the modular classrooms. He is totally against the modulares. He wants brick and mortar. He wants a real addition to the school. He said he would like to do a walk-through of the school with the Building Committee members to see how it was built. He said the additions could be put on the school easily. Also without the modulares they could probably get 20 to 25 more parking spaces. Mr. Rodrigue indicated that most of the members have done a walk-through. He said on March 11th there will be a public hearing to discuss the modular classrooms and everyone will have an opportunity to speak up and express their views. Mr. Thurz said he agreed with Mr. Dearborn. He said he didn't know why we can't put on a permanent structure.

X. ADJOURNMENT:

Upon **MOTION** by Mr. Thurz;
VOTED: To adjourn at 6:20 p.m.
In Favor: Unanimous

Seconded by Mr. Pippin, it was

Respectfully submitted,



Marlene Bauer
Recording Secretary

E.W. BOARD OF SELECTMEN MEETING MINUTES OF MARCH 3, 1998

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ATTACHMENT 1

AN ORDINANCE CREATING A PERMANENT BUILDING COMMISSION

BE IT ORDAINED by the legislative body of the Town of East Windsor the following ordinance creating a Permanent Building Commission:

ORGANIZATION:

The Permanent Building Commission shall consist of nine members, all of whom shall be electors of the Town of East Windsor:

The Board of Selectmen shall appoint three members to serve for a two-year term, three members to serve for a four-year term, and three members to serve for a six-year term. Biennially thereafter it shall appoint three members each of whom shall serve a six year term or until successor is appointed.

The first meeting of the Commission shall elect a chairperson, a vice chairman and a secretary.

Meeting shall be held upon the call of the chairperson or a majority of Commission members.

The Commission shall conduct its business in accordance with Roberts Rules of Order.

POWERS AND DUTIES:

The Town of East Windsor Building Commission shall inventory and annually inspect all buildings owned by the Town of East Windsor. On or before September 15 of each year the commission will make recommendations to the First Selectman for necessary repairs and renovations.

The Commission shall submit to the Board of Selectmen each September a five-year capital plan of prioritized structural and/or major capital building expenditures.

Subject to approval by the Board of Selectmen and the limits of appropriations allocated to a given project, the Commission shall prepare construction plans as needed for each project; employ architects, engineers and such other services as may be required; procure competitive bids as needed for each project; recommend contract awards in accordance with the Commission's best judgement; arrange for adequate supervision of each project; and generally supervise and direct any alteration, renovation, expansion or construction authorized by the Board of Selectmen.

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The Permanent Building Commission shall coordinate the functions and approvals of the various Town boards, agencies and departments to facilitate the alteration, expansion, sale, demolition or construction of public buildings, structures and facilities within the Town. The Permanent Building Commission shall review all building projects funded by the Town.

EFFECTIVE DATE:

This ordinance shall become effective fifteen days after publication of its approval in a newspaper having general circulation in the Town of East Windsor.