

These minutes are subject to approval by the Public Building & Site Commission

The Public Building and Site Commission held a regular meeting Tuesday, December 19, 2023. The meeting was held at the Newtown Police Department, 191 S. Main Street. Chairman Art Norton called the meeting to order 7:00p.m.

Present: Art Norton, Allen Adriani, Anthony D'Angelo, Gus Brennan, Gordon Johnson, Sally Feuerberg, Kristian Otten, Patrick McCleary (via phone).

Absent: Tom Catalina

Also Present: Purchasing Director Kerri Mubarek, Facilities Director John Barlow, C.H. Booth Library Board of Trustee member David Schill, Alexa Skalandunas, Acting Library Director Jennifer Nash and Peter Marchetti and Josh Marchetti of Marchetti Consulting Engineers.

Public Participation: none.

Approval of Minutes: A. D'Angelo moved to approve the minutes of the November 28, 2023 meeting.
G. Brennan seconded. All in favor.

Hawley Elementary School:

Construction Manager & CWA– Update: There was acknowledgement of receipt of the certificate of substantial completion from Christopher Williams which was given to S. Marcinek for the First Selectman. The building inspector should have a copy as well. J. Barlow reported there are four rooms that are overheating; he will draft a memo to Mike Dell'Accio of Downes. As built's are being finalized. The contract drawings could be updated by the architect, but it not in the contract. Mike Dell'Accio is not concerned as there were not many changes. Eversource rebate is still processing. J. Barlow received a one-year warrantee letter from Alarms by Precision.

Project Budget: none.

Invoices and PCO's for payment: none.

Close Out Documents: none.

C.H. Booth Library

Project Update: A. Norton is looking for complete drawings, ready for bid, wants potential bidders to review drawings that clearly show the architectural and mechanical/electrical impact. D. Schill wants clear drawings to avoid misinterpretation. Pete Marchetti added additional notes identifying demo items and what is new. P. Marchetti said on the electrical schedules the existing panels are called out, all wiring shown is new. Panel schedule shows the new panel; all other panels shown are existing. There is clear delineation on the electrical on what is in place and what is new. A site walk through will be required for all bidders. Marchetti will respond to all bidders with questions that are asked during the bid process. G. Johnson says it is wise to make it mandatory for electrical and mechanical contractors to attend walk

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through. Questions and answers go through K. Mubarek. P. Marchetti said a mechanical contractor will be the prime contractor. G. Brennan talked about recruiting bidders, prequalifying bidders, as an effort to guarantee getting a bid. Also discussed was Marchetti developing a preferred sequence of operation/renovation, which has been received. As the job is completed units are turned on throughout the project. The breakdown of project, by area, has been provided by Marchetti. Penetration plans, through floors, exterior walls and ceilings, are included. The next step would be a survey to find out what we have to deal with. All bidders need to be on the Eversource approved contractor list to qualify for the incentive program; this is an important part of the prequalification of the contract. J. Barlow questioned when warranties begin if units are started throughout the project. D. Schill said the warranty doesn't begin until the contract is complete; the contractor is liable for the equipment while it is operating under their care. Marchetti to add a note to the documents that clarifies the warranty period begins when the entire project has been completed. Abatement should be included in the work packet. P. Marchetti reported there are a lot of penetrations. Discussion ensued on price quotes to sample and analyze various location of penetrations and an approximate budget. Hazardous remediation companies were discussed. Drawings are complete, specifications for bidding need to be complete for bid package. Three different manufactures need to be specified in the package. Gus suggested a query of interest, send to list of approved mechanicals and use the responses for consideration when bidding. Marchetti will send the query of interest. K. Mubarek said bid is a 30-day process. Timeline was discussed. K. Mubarek will talk to the Town Clerk about timing for ballot wording in case the project has to go to referendum. A. Norton wants to continue with urgency on schedule.

Schedule: Next steps: put bid documents together; get testing done; bring estimate to the Town for approval. There will be an estimate for a survey, then an estimate for abatement. Three quotes are needed. Once three quotes are back, testing will be done ASAP. It was suggested that once test is submitted a deadline should be set for test results.

Sandy Hook Permanent Memorial

Downes Status Update: none.

Close Out Documents: Waiting on the final invoice and final completion form; expected in January. There will be an introduction meeting with the First Selectman.

Discussion on Nomination of Chair/Vice Chair (action in January): will be discussed and acted on at January meeting.

The next regular meeting is scheduled for January 23, 2024 at the Newtown Police Dept.

A. Norton thanked the commission for good work in getting two important project complete in 2023.

Adjournment: Having no further business the Public Building & Site Commission adjourned the regular meeting at 8:02p.m.

Respectfully submitted,
Susan Marcinek

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