

# TOWN OF KILLINGLY

## PERMANENT BUILDING COMMISSION (PBC)

Killingly Town Hall – Town Meeting Room, 172 Main Street, Danielson, CT 06239

### SPECIAL MEETING MINUTES

**Monday, May 22, 2017, 7:00 p.m.**

1. Call of the Meeting and Roll Call: Chairperson Thomas Weaver called the meeting to order at 7:04 p.m.

**Members Present:** John Navarro, Stewart Rivers, Thomas Weaver, Kyle Zadora. **Alternate Member Present:** Daniel Toth (voting member this meeting). **Alternate Member Absent:** Marcel Lussier.

**Also Present:** Community Development Administrator, Mary Bromm, Assistant Superintendent of Schools, Steve Rioux, and Board of Education Member John Burns.

2. Citizens Participation: None

3. Adoption of Minutes:

- a. May 3, 2017 Special Meeting

**MOTION #1 (05/22/17):** made by Mr. Zadora SECONDED BY Mr. Rivers that the Permanent Building Commission approve the May 3, 2017 Special Meeting Minutes as presented

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

4. Unfinished Business:

All three projects below were discussed concurrently as Killingly School Projects:

- a. KMS Roof Replacement Project:
- b. KCS Roof Replacement Project
- c. Goodyear School Partial Roof Replacement Project

**ROOF REPLACEMENT PROJECTS:** Mary Bromm informed PBC that the plan review meeting with the State of Connecticut scheduled for Wednesday, May 24, 2017 has been cancelled. The State is requiring additional documentation that must be reviewed and approved by a number of Town Officials, School Administration, and the Board of Education. This review and approval process cannot be completed in time for the May 24, 2017 meeting. A plan review meeting will be rescheduled with the State.

**BID DOCUMENTS - CONTRACTOR WORK HOURS:** PBC discussed multiple scenarios for an overall contractor work schedule that would allow for the most efficient and non-disruptive working environment for all those involved.

When school is **not** in Session: Monday - Friday: 6:30 a.m. to 7:00 a.m. (non-noise activities)  
7:00 a.m. to Dark (all activities)

Saturday: 6:30 a.m. to 7:00 (non-noise activities)  
7:00 a.m. to Dark (all activities)

(Optional work day) Sundays: 6:30 a.m. to 7:00 (non-noise activities)  
7:00 a.m. to Dark (all activities)

<u>When school is in Session:</u>	Monday - Friday: 4:00 p.m. to Dark
	Saturday: 6:30 a.m. to 7:00 (non-noise activities) 7:00 a.m. to Dark (all activities)
(Optional work day)	Sundays: 6:30 a.m. to 7:00 (non-noise activities) 7:00 a.m. to Dark (all activities)

**REQUEST FOR PROPOSAL - CLERK OF THE WORKS:** Mary Bromm submitted the Request for Proposals Construction Monitoring Services School Roof Replacement Projects document for review. She clarified that one (1) Clerk of the Works will be needed for each school roof project and will work individually and simultaneously.

**MOTION #2 (05/22/17):** made by Mr. Zadora SECONDED BY Mr. Toth that the Permanent Building Commission approve the Clerk of the Works Request for Proposal with the change that the hours to be worked coincide with all contractor hours

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

5. New Business:

- a. **KMS WINDOWS:** The Architect is working on the project and will assist the Town and Education Department with the ED049 application process to the State of Connecticut with a submittal date no later than June 30<sup>th</sup>, 2017.
- b. **KILLINGLY MEMORIAL SCHOOL & CENTRAL SCHOOL HANDICAP IMPROVEMENTS:** Mary Bromm indicated this type of project requires architectural design. The Town Council has approved the handicap accessible projects. PBC will be responsible for hiring an Architectural Firm. This topic will be discussed further at the June 7, 2017 meeting.
- c. **RECREATION CENTER WINDOW REPLACEMENT:** Town Council has asked PBC to oversee the window replacement project for the recreation building. The Town Engineer will be the project contact person and will draft and advertise the Request for Proposal. PBC will review and authorize the proposal for architectural.

6. Other: None

7. Correspondence: None

8. Council Member Reports: David Griffiths asked for clarification as to why the Wednesday, May 24, 2017 meeting with the State was cancelled and contractor liabilities associated to the roofing projects.

9. Adjournment:

**MOTION # (05/22/17):** made by Mr. Navarro SECONDED BY Mr. Zadora that the Permanent Building Commission adjourns the meeting at 8:07 p.m.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

Respectfully submitted

***Sherry Pollard***, Recording Secretary