

**TOWN OF KILLINGLY
PERMANENT BUILDING COMMISSION**

Wednesday, March 2, 2022

7:00 p.m.

Town Meeting Room (In Person)

Killingly Town Hall

172 Main Street

Killingly, CT 06239

AGENDA

1. Call of the Meeting and Roll Call
2. Citizen Participation
This is an in-person meeting. Public can attend the meeting at the Town Hall. E-mailed public comment will still be accepted and presented at the meeting.
3. Adoption of Minutes: September 28, 2021
 February 2, 2022
4. Unfinished Business:
 - a. KMS Renovation with Addition Project
 - b. Westfield Avenue/Community Center Renovation Project
5. New Business: None
6. Other
7. Correspondence
8. Council Member Reports
9. Adjournment

RECEIVED
TOWN CLERK, KILLINGLY, CT
2022 FEB 24 PM 4:30
Elizabeth M. Wilson

AGENDA ITEM COVER SHEET

ITEM 3 : MEETING MINUTES

PREPARED BY: Mary Bromm, Community Development Administrator

ITEM SUMMARY:

Attached are the minutes for September 28, 2021 and February 2, 2022.

ACTION REQUESTED AT MARCH 2, 2022 MEETING:

Upon review, approve minutes.

SUPPORTING DOCUMENTS:

- Minutes

TOWN OF KILLINGLY

Killingly Town Hall
172 Main Street, Danielson, CT 06239
PERMANENT BUILDING COMMISSION (PBC)

SPECIAL MEETING MINUTES Wednesday, September 28, 2021 7:00 p.m.

1. Call of the Meeting and Roll Call: Chairman Tom Weaver called the meeting to order at 7:00 p.m.

Members Present: Stewart Rivers, Vice Chairman Thomas Weaver, Kyle Zadora
Members Absent: Marcel Lussier, Daniel Toth, both with notification
Also Present: Mary Bromm, Community Development Administrator, Kevin Kerttula Town Council, Mike Vassar, Killingly Public Schools Director of Maintenance

2. Citizens Participation: NONE
3. Adoption of Minutes: NONE
4. Unfinished Business:

- a. **KMS RENNOVATION / ADDITION:**

Mary Bromm indicated the project was advertised as required and four proposals were received.

MOTION #1 (09/28/21): made by Mr. Zadora SECONDED BY Mr. Rivers that the Permanent Building Commission approve to hold interviews with the four respondents
VOICE VOTE: UNANIMOUS; MOTION CARRIED

Additionally, Mary updated the Commission on the State of Connecticut's role in the selection of hiring a construction manager/general contractor for this project.

In effect, the State must approve hiring of a construction manager/general contractor. A meeting will be scheduled soon.

5. Other: None.
6. Correspondence: None.
7. Council Member Report:

Kevin Kertulla noted Town Council will meet with PBC members to update memberships and there has been much discussion on possibly moving the Community Center to Westview Ave to consolidate the town building. If this project passes it will come to PBC to oversee.

8. Adjournment:

MOTION #2 (09/28/21): made by Mr. Zadora SECONDED BY Mr. Rivers that the Permanent Building Commission adjourn the meeting at 7:29 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIED

Respectfully submitted,
Sherry Pollard
Recording Secretary

TOWN OF KILLINGLY

Killingly Town Hall
172 Main Street, Danielson, CT 06239
PERMANENT BUILDING COMMISSION (PBC)

MEETING MINUTES Wednesday, February 2, 2022 7:00 p.m.

1. Call of the Meeting and Roll Call: Chairman Tom Weaver called the meeting to order at 7:00 p.m.

Members Present: Marcel Lussier, Stewart Rivers, Daniel Toth, Vice Chairman Thomas Weaver, Kyle Zadora, Adam Reynolds

Also Present: Mary Bromm, Community Development Administrator, Maria Calorio*, Town Manager, & Kevin Kerttula Town Council; Mike Vassar, Killingly Public Schools Director of Maintenance

2. Citizens Participation:

3. Adoption of Minutes:

- a. December 9, 2021:

MOTION (1) made by Kyle Zadora **SECONDED BY** Daniel Toth, that the Permanent Building Commission approve meeting minutes of December 9, 2021– as presented

VOICE VOTE: UNANIMOUS;

MOTION CARRIED

4. Unfinished Business:

- a. **KMS RENNOVATION / ADDITION PROJECT:**

Mary Bromm indicated the State of Connecticut strongly suggests a Commissioning Agent be hired to ensure the building fulfills their required functional and performance requirements as well as requirements directly related to BOE and the Town.

There was review of the Department of Administrative Services (DAS) Office of School Construction & Review (OSCG&R) High Performance School Construction Bulletin.

Mike Losasso, Antinozzi Associates, was present (virtually) to discuss the overall project. More specifically, he explained in detail advantages of having a Commissioning Agent assigned to this project.

Maria Calorio* entered at this point in the meeting and noted:

In part, as required by State Statute 16a-38K, it is the responsibility of the municipality and contracted project team to ensure compliance with State Statutes and regulations including the Connecticut Building Standard Guidelines Compliance Manual for High Performance Buildings.

PBC reviewed the Draft RFP for a Commissioning agent prepared by Antinozzi Associates. PBC directed Mary Bromm to develop a draft RFP. The RFP will be reviewed and approved by the Town Attorney prior to publication.

There was PBC consensus to advertise for the Commissioning Agent.

MOTION (2) made by Kyle Zadora **SECONDED BY** Daniel Toth that the Permanent Building Commission approve a approve Mary Bromm to prepare the RFP for a Commissioning Agent, send it to the Town Attorney for review and approval with additions as noted by members during meeting, and bring it back to PBC for final approval

VOICE VOTE: UNANIMOUS;

MOTION CARRIED

5. New Business: None
6. Other: None
7. Correspondence: None.
8. Council Member Report: Kevin Kerttula informed PBC of recent Town activities, included but not limited to, appointment of Town Attorney, presentation of end of the year awards for teachers, summary of ARPA funds, numerous applications for grants, library book fines, and solid waste fees.
9. Adjournment:

MOTION (3) made by Daniel Toth **SECONDED BY** Mr. Zadora that the Permanent Building Commission adjourn the meeting at 7:42 p.m.

VOICE VOTE: UNANIMOUS;

MOTION CARRIED

Respectfully submitted,
Sherry Pollard
Recording Secretary

AGENDA ITEM COVER SHEET

ITEM 4(a): KILLINGLY MEMORIAL SCHOOL RENOVATION/ADDITION PROJECT

PREPARED BY: Mary Bromm, CD Administrator

ARCHITECT/ENGINEER: **Antinozzi Associates**

CONSTRUCTION MANAGER: Downes Construction

ITEM SUMMARY:

The project design is moving along well. An update will be provided at the meeting including a discussion of upcoming dates/times for special meeting(s) needed.

ACTION REQUESTED AT THE MARCH 2, 2022 MEETING:

Discussion of dates/times for upcoming special meetings.

SUPPORTING DOCUMENTS: None

AGENDA ITEM COVER SHEET

ITEM 4(b): WESTFIELD AVENUE/COMMUNITY CENTER RENOVATION PROJECT

PREPARED BY: Mary Bromm, CD Administrator

ARCHITECT/ENGINEER:

CONSTRUCTION MANAGER:

ITEM SUMMARY:

The RFP for Architectural Services has been placed on the DAS website, is on the Town's website and has been advertised in the Norwich Bulletin. Proposals are due on March 10th. A non-mandatory walk-through of the building with interested architects will be held on March 1st. An update will be provided at the meeting with a discussion of possible special meeting dates.

ACTION REQUESTED AT THE MARCH 2, 2022 MEETING:

Discussion of dates/times for upcoming special meetings.

SUPPORTING DOCUMENTS: None