

Robert J. Beak

2020 MAY 15 P 12: 01

PUBLIC BUILDING COMMISSION

East Hartford CT 06108

TOWN CLERK
EAST HARTFORD

Teleconferenced

MAY 12, 2020

Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, the May 12th Public Building Commission meeting was accessible through teleconferencing: Dial 1-929-235-8441 Conference ID: 509 968 696#

PRESENT via Teams

Teleconferencing Henry Pawlowski, Jr., Chair
 Travis Simpson, Vice Chair
 John Murphy, Member (arrived 7:04pm)
 Fady El-Hachem, Member
 Antonio Matta, Member
 Tom Rup, East Hartford Board of Education Representative (left 7:33pm)
 Bryan Hall, East Hartford Board of Education Representative
 Rich Kehoe, East Hartford Town Council Representative (arrived 7:03pm)
 John Morrison, East Hartford Town Council Representative

ALSO PRESENT

Via Teams Ben Whittaker, Director of Facilities, EHPS
Teleconferencing Tom Baptist, Project Manager, Public Works Department (left 7:22pm)
 John Lawlor, Director, Public Works Department

The meeting was called to order at 7:00p.m. Chair Pawlowski performed a roll call to determine attendance.

APPROVAL OF PREVIOUS MINUTES

September 4, 2019 – as revised

MOTION

By Tom Rup
seconded by Travis Simpson
to **approve** the September 4, 2019 minutes of the Public Building Commission meeting, as revised.
Motion carried 8/0.

PUBLIC PARTICIPATION

None

OLD BUSINESS

Update: Senior Center

Chair Pawlowski indicated that the Wickham Library update is not on the agenda because the focus of the Administration is the completion of the Senior Center. See attached summary of its progress submitted by Tom Baptist via email on May 11, 2020.

Tom Baptist, Project Manager, reported that construction at the Senior Center is on time – the target date is for the end of November 2020 – and on budget. So far, the Covid-19 pandemic has not affected the project. The unexpected costs have been minimal, brought about by MDC and Eversource, i.e., pipe size change, miscellaneous fees, etc.

Mr. Baptist said he would continue to send the East Hartford Senior Center – Owners Meeting Minutes to the Commission if the Chair thought it would be helpful. Chair Pawlowski thought it would be.

Commissioners had questions of Mr. Baptist which he answered to their satisfaction.

NEW BUSINESS

Silver Lane Shingle Roof Project – Local Plan Review and Sign-off on “Request for Review of Final Plans” Form SCG-042

Ben Whittaker, Facilities Director for East Hartford Public Schools, summarized this project for the Commissioners. The Silver Lane Shingle Roof project consists of approximately 35,000 sf of regular Timberline GAF architectural roof shingles. The scope of the project is a simple rip and replace of the roofing shingles – similar in scope and size to the Pitkin School roof project – which is subject for state reimbursement of 76.78% of eligible costs. The Board of Education unanimously approved the sign-off of the final plans for this project at their meeting held last evening.

Council Representative Rich Kehoe inquired on the lawsuit against the manufacturer of defective shingles used on the Pitkin School Roof Replacement project and asked if there was any connection to the roof project at the Silver Lane School. Mr. Whittaker explained that there was a class action settlement of approximately \$80,000 which would be for all the EHPS buildings that had utilized BP shingles (Building Products of Canada Corp). The settlement was used to replace the roof at the Mayberry School which was deteriorating at a very rapid pace.

MOTION By Tony Matta
 seconded by John Murphy
 to **authorize** the Chair to sign Form SCG-042, for the Silver Lane School
 “Shingle” Roof Replacement Project – State Project # 043-0243 RR.
 Motion carried 9/0.

Ben Whittaker, Director of Facilities for the East Hartford Public Schools, presented a summary of the contract award recommendation for the Silver Lane Main Building Roof Project to the Commission. This is a flat roof system originally built in 1928 which went out to bid last year. There were six bids received; the low bidder was Premier Building at \$96,400. They plan to start the project late June 2020. The Board of Education unanimously approved this matter at their meeting held last evening.

Payment of Clerk

ADJOURNMENT

Recorded by:


Angela M. Attenello, Clerk

Attenello, Angela

From: Baptist, Thomas
Sent: Monday, May 11, 2020 8:10 AM
To: Attenello, Angela; hankpct
Cc: Lawlor, John
Subject: Senior Center - Public Building Commission 5-12-2020 meeting
Attachments: EHSC Owner's Meeting #07 Minutes 5.6.20.pdf

Hi, Angela and Hank:

Regarding tomorrow's meeting of the Public Building Commission, attached for your review and distribution are the minutes of the May 6, 2020 Senior Center Construction Meeting, which detail the status of the project.

The following is a brief overview:

1. Construction is on time and on budget.
2. All materials testing performed to date have produced acceptable results.
3. Change orders have been minimal with a net credit to-date of \$3000.

Angela: Please forward to me the call-in information so I can remotely participate in the meeting. Many thanks!

Please do not hesitate to contact me if you have any questions or comments.

Tom Baptist
Project Manager - Sustainability
Department of Public Works



61 Ecology Drive
East Hartford, CT 06108
(860) 291-7105 – office
(860) 209-8506 – cell
tbaptist@easthartfordct.gov

From: Michael MacDonald [mailto:mmacdonald@downesco.com]

Sent: Friday, May 8, 2020 3:39 PM

To: Baptist, Thomas <TBaptist@easthartfordct.gov>; Leclerc, Marcia <MLEclerc@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Salamone, Joe <JSalamone@easthartfordct.gov>

Subject: EH Senior Center OAC Minutes #7

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
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Meeting #7

Newfield Construction
225 Newfield Avenue
Hartford, Connecticut 06106
Phone: (860) 953-1477
Fax: (860) 953-1712

Project: 913 - East Hartford Senior Center
15 Millbrook Drive
East Hartford, Connecticut 06118

East Hartford Senior Center - Owner's Meetings Minutes

MEETING DATE: 05/06/2020 MEETING TIME: 9:30am - 10:30 AM Eastern Time (US & Canada)

MEETING LOCATION: Conference Call

OVERVIEW:

Bi-Weekly Owner's Meeting with Newfield Construction, Downes Construction, Christopher Williams Architects & The Town of East Hartford.

NOTES:

ATTACHMENTS:

[EHSC, Owner's Meeting #07 Agenda, 5.6.20.pdf](#)

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Portia Elmer	Christopher Williams Architects, LLC	Tel: (203) 776-0184	pelmer@cwarchitectsllc.com	Absent
Christopher Williams	Christopher Williams Architects, LLC	Tel: (203) 776-0184	cwilliams@cwarchitectsllc.com	Conference
Tom Baptist	East Hartford Department of Public Works	Tel: (860) 291-7105	tbaptist@easthartfordct.gov	Conference
John Lawlor	East Hartford Department of Public Works	Tel: (860) 291-7372	jlawlor@easthartfordct.gov	Absent
Mayor Marcia Leclerc	East Hartford Mayor's Office	Tel: (860) 291-7200	mleclerc@easthartfordct.gov	Conference
Steve Buccheri	Newfield Construction	Tel: (860) 953-1477	stevebuccheri@newfieldconstruction.com	Absent
Dave Cormier	Newfield Construction	Tel: (860) 982-6629	davecormier@newfieldconstruction.com	Conference
Alex DAgostino	Newfield Construction	Tel: (860) 983-6860	alexdagostino@newfieldconstruction.com	Conference
Domenic Pane	Newfield Construction	Tel: (860) 953-1477	domenicpane@newfieldconstruction.com	Conference
Michael MacDonald	The Downes Construction Company	Tel: (860) 229-3755	mmacdonald@downesco.com	Conference

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Newfield Construction if there are any discrepancies or questions with the content of these minutes.

Safety and Logistics

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
1.1	1	Site Safety				Open	Old
Official Documented Meeting Minutes: -Newfield noted the overall project safety compliance has been good -There have been no accidents or injuries as of this meeting -Newfield has not received any complaints from the neighbors COVID-19: -Newfield continues to monitor all requirements on a daily basis -All individuals on site are required to wear face masks at all times -Proper social distancing is being enforced -Newfield has increased the cleaning of the temporary facilities as well as added (2) Hand Sanitization stations							
Previous Meeting Minutes: 04/22/2020: -Newfield noted that there have been no accidents to date -Newfield is staying up to date with all guidelines associated with COVID-19 -Two hand sanitizer stations have been installed at the main entrances of the buildings for everyone's use -Crew sizes are being limited and social distancing is being enforced -All individuals on site are required to wear a face mask							
1.2	1	Logistics				Open	Old
Official Documented Meeting Minutes: No new items were noted during this meeting in regards to logistics.							
Previous Meeting Minutes: 04/22/2020: Newfield noted that trade attendance will increase over the next few weeks as the roofer and MEFP trades will mobilize							

Submittals

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
2.1	1	Submittals Under Review				Open	Old
Description: ***Reference the Attached Submittal Log***							
Official Documented Meeting Minutes: As of this meeting there are currently 30 submittals under review with the design team. The following items were noted as critical and need to be returned as soon as possible: <ul style="list-style-type: none"> • 054300, Slotted Channel Framing (Due 5.12.20) • 074623, Wood Siding Samples (Due 3.31.20) • 074623, Wood Siding Product Data (Due 4.2.20) • 075323, EPDM Roof PD & SD (Due 5.19.20) • 081416, Wood Door Samples (Due 4.23.20) • 092216, Non-Structural metal Framing SD (Due 5.8.20) • 093013, Ceramic Tile (Due 4.23.20) • 093016, Quarry Tile (Due 4.23.20) • 093033, Terrazzo Tile (Due 4.23.20) • 096519, Resilient Tile (Due 4.23.20) • 096566, Resilient Athletic Floor (Due 4.23.20) Newfield noted that it was critical to start returning the finish selections so material can be released. CWA & the town are scheduled to meet in the next couple of days to review the finishes and make final selections. Newfield requested that final selections are made and submittals are returned by the end of next week (5/15).							
Previous Meeting Minutes: 04/22/2020: As of this meeting there are approximately 42 Submittals under review with the design team. The following items were noted as critical and need to be returned as soon as possible:							

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Newfield Construction if there are any discrepancies or questions with the content of these minutes.

- 051200, Structural Steel Piece Drawings
- 072700.23, Self Adhering Vapor Permeable Air Barrier Samples
- 074213, Metal Wall Panel Product Data
- 075323, Fully Adhered EPDM Roofing Shop Drawings
- 081416, Wood Door Samples (NOTE EXTREMELY LONG LEAD TIME)
- 102213, Toilet Partition Product Data & Shop Drawings
- 107300, Patio Umbrella Product Data, Warranty & Shop Drawings
- 114000, Walk In Cooler Shop Drawings and Product Data
- 265000, Lighting Product Data
- 283100, Fire Alarm Shop Drawings and Product Data
- 333000, Sanitary Sewer Product Data

Noted During Previous Meeting:

-Newfield requested that CWA evaluate the proposed fitness equipment and confirm the electrical requirements. Specifically review for dedicated circuit requirements. **Door Hardware & Keying:** -Newfield recommended that the door hardware and keying is thoroughly reviewed between CWA & the town to ensure proper function of the hardware. Newfield reminded all that depending on the keying specified; lead times can take 8-10 weeks. Both keying and review of the door hardware should take place as soon as possible.

RFI's

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
3.1	1	Open RFI's				Open	Old
Description: ***Reference the Attached RFI Log***							
Official Documented Meeting Minutes: There are currently (4) open RFI's: #12, Architectural Woodwork Materials #13, Pedestrian Security Gate - CWA suggested a custom gate in lieu of the specified security gate. CWA to provide more information. #19, Light Pole Feed - To be further evaluated in the field to determine if new conduit is needed. #20, Poke-Thru Locations - CWA indicated that this has been finalized and will be responded to in the next couple of days.							
Previous Meeting Minutes: 04/22/2020: There are currently (2) Open RFI's: RFI #12, Architectural Woodwork Materials - Control Samples Needed for WP-4 and WP-8 RFI #13, Pedestrian Security Gate - The push button and gate cannot be purchased at this time due to issues stemming from the Corona-Virus. A new gate and button must be specified.							
3.2	1	Forthcoming RFI's				Open	Old
Official Documented Meeting Minutes: No new RFI's were discussed during this meeting.							
Previous Meeting Minutes: 04/22/2020: There are no forthcoming RFI's at this time.							

Budget

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
4.1	1	Proposed Change Orders				Open	Old
Description: ***Reference the Attached Change Management Log***							
Official Documented Meeting Minutes: At this time all PCO's have been submitted and executed.							

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Newfield Construction if there are any discrepancies or questions with the content of these minutes.

	Previous Meeting Minutes: 04/22/2020: At this time all PCO's have been submitted and executed.						
4.2	1	Potential Change Orders				Open	Old
	Description: ***Reference the Attached Change Management Log***						
	Official Documented Meeting Minutes: An updated change management log was included and reviewed with all in attendance. There are currently (6) items being tracked: #008, Revisions to the Food Service Equipment #009, Added Ice/Snow Melt System under the Canopy #010, Added Power to Doors 103, 117 & 128 #011, Revisions to the lighting layout #012, Revisions to the Ceiling at the Sky-fold Partition #013, Insulation Replacement - The insulation replacement will be evaluated upon complete of the structural framing revisions.						
	Previous Meeting Minutes: 04/22/2020: Two potential items were raised during this meeting: 1.) Added power for electric door devices - Doors 103, 117 and 128 2.) Ice/Snow Melt system under the entrance canopy. Newfield to review estimated costs with in-house estimator.						
4.3	1	Payment Requisitions				Open	Old
	Official Documented Meeting Minutes: Payment Application #04 for April 2020 will be submitted next week (5/11/20).						
	Previous Meeting Minutes: 04/22/2020: Payment Application #04 for April 2020 will be prepared and submitted around the second week of May 2020.						

Schedule

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
5.1	1	Two-Week Look Ahead Schedule				Open	Old
	Description: ***Reference the attached Two-Week Look Ahead Schedule***						
	Official Documented Meeting Minutes: An updated two week look ahead schedule was reviewed with all in attendance.						
	Previous Meeting Minutes: 04/22/2020: An updated two week look ahead schedule was reviewed with all in attendance.						

Testing & Inspections

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
6.1	1	Special Testing				Open	Old
	Official Documented Meeting Minutes: Special Inspection of the Roofing Installation: <ul style="list-style-type: none"> IMTL has made 2 visits to review the roofing installation It was discussed that Newfield should have more frequent inspection visits to ensure the proper installation of the roof It was confirmed by the town and Downes that additional visits are acceptable but should be limited to help with the overall special inspection costs. 						

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Newfield Construction if there are any discrepancies or questions with the content of these minutes.

Previous Meeting Minutes: 04/22/2020: -IMTL has been making regular inspections as required -Newfield noted that they will need them to review the remaining slab pours, structural steel modifications and sitework activities -All agreed that town inspections of the carpentry/framing were acceptable and there is no need for IMTL to inspect this work.							
6.3	1	Town Inspections				Open	Old
Official Documented Meeting Minutes: No new items were noted during this meeting.							
Previous Meeting Minutes: 04/22/2020: -No new items to note							

Utilities							
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
7.1	2	Eversource				Open	Old
Description: On February 20th, 2020 Newfield Construction and J.E. Shea Electric met with Eversource. As a result of this meeting Eversource advised that the existing transformer and primaries were going to need to be replaced. RFI #03 was issued to the design team on the same day indicating what Eversource had advised.							
Official Documented Meeting Minutes: No new items were noted during this meeting.							
Previous Meeting Minutes: 04/22/2020: At this time all required work from Eversource has been completed. Once the new vault is set and the existing conduits are ready Newfield will contact Eversource to pull the new primaries/install the new transformer.							
7.2	2	MDC				Open	Old
Description: On February 14th, 2020 Newfield was notified by Hubert E. Butler Construction that they tried to apply for their new connection permit with MDC and were denied submission as the "Availability & Capacity Analysis" had not been submitted by the town/design team.							
Official Documented Meeting Minutes: -MDC was present for the water tap and is on site today for the water test. -Newfield noted that millings were placed in the road at the location of the water tap as the town is currently getting ready to pave the road. -The town engineer has confirmed that the millings are acceptable until the road gets permanently paved. -Newfield and the site contractor will monitor the millings and ensure they are dressed up as needed until the road is paved.							
Previous Meeting Minutes: 04/22/2020: Newfield has confirmed that all permits are in place with MDC. Hubert E. Butler will be completing the water taps on Wednesday of next week based on MDC's availability.							
7.3	4	Fiber Install				Open	Old
Official Documented Meeting Minutes: No new items were discussed during this meeting.							
Previous Meeting Minutes: 04/22/2020: The town's vendor is currently building out the fiber install and has advised that they will be ready for the late September - early October installation							
7.4	4	Audio-Visual				Open	Old
Official Documented Meeting Minutes: -The town is currently putting a package together to go out to bid for the AV systems off of the state contract bidders list. -Newfield requested revised drawings that incorporate any AV revisions to determine if there will be any cost impacts.							

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Newfield Construction if there are any discrepancies or questions with the content of these minutes.

	<p>Previous Meeting Minutes: 04/22/2020: -The town is currently putting a package together to go out to bid for the AV systems off of the state contract bidders list. -Newfield requested revised drawings that incorporate any AV revisions to determine if there will be any cost impacts.</p>
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Alternates

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
8.1	2	PV System Status				Open	Old
	<p>Description: As part of the bid the awarded Electrical Contractor (J.E. Shea Electric) provided an add-alternate for the complete PV System install. No formal decision has been made by the town in regards to accepting the alternate or if they will procure the system outside of Newfield's Contract.</p>						
	<p>Official Documented Meeting Minutes: Downes Construction noted that CT Greenbank has provided a proposal for evaluation. Downes Construction will put all of the options together for the town to review.</p>						
	<p>Previous Meeting Minutes: 04/22/2020: No decision has been made as of this meeting. Newfield has passed on the anticipated production values for system that J.E. Shea is proposing.</p> <p>The following three options remain:</p> <ul style="list-style-type: none"> • Option #1: Utilize Connecticut Green Bank for design, install and maintenance of the system • Option #2: Utilize the awarded electrical contractor for design and install of the system • Option #3: Utilize Johnson Controls for design & install of the system 						

New Items

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
9.1	1	New Items				Open	Old
	<p>Official Documented Meeting Minutes: -Newfield expressed concern with the revisions to the lighting layout. Revisions were made during the submittal process but Bemis has not issued a review EL111 plan. The lighting vendor will not re-submit or release the fixtures without a revised lighting plan. CWA to follow up with Bemis in regards to the status of the revised plan. This is extremely critical and impacting releasing the order for the light fixtures. -It was noted during the meeting that the fitness equipment vendor that the town was originally using is going out of business. The town is currently pursuing an alternate vendor. -Newfield noted that the AVB mock-up will be completed at the end of the day today. Newfield has requested that CWA come out as soon as possible to review the mock-up so Newfield can move forward with the AVB to weather tight the building.</p>						
	<p>Previous Meeting Minutes: 04/22/2020: No additional items to note.</p>						
9.2	1	Next Meeting				Open	Old
	<p>Description: The Meeting Minutes and attachments prepared by Newfield Construction should be reviewed by all parties. Please notify Newfield Construction's Project Manager within five (5) days of the issue date of any inaccuracies, discrepancies and/or deficiencies within. Otherwise, these minutes will stand as documented.</p>						
	<p>Official Documented Meeting Minutes: The next meeting will be held on May 20th, 2020 at 9:30am. This meeting will be a conference call in lieu of meeting on site.</p>						

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Newfield Construction if there are any discrepancies or questions with the content of these minutes.

Previous Meeting Minutes:

04/22/2020:

The next meeting will be held on May 6th, 2020 at 9:30am. This meeting will be a conference call in lieu of meeting on site.

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Newfield Construction if there are any discrepancies or questions with the content of these minutes.