



**TOWN OF BERLIN  
PUBLIC BUILDING COMMISSION  
MEETING MINUTES**

**June 8, 2023**

**Public Works Department - Room 120**

**ATTENDANCE:**

Chairman-Tom Reid, Commissioners: Bart Bovee, Tom Salimeno, Rocco Buccheri, Jason Scarano and Don Lombardo.

Staff: Mike Ahern – Public Works Director and Doug Solek – Facilities Director (via Zoom).

Guests: Brian Grant (via Zoom)- Newfield Construction.

**CALL TO ORDER:**

Chairman Reid called the meeting to order at 7:00 P.M.

**APPROVAL OF MINUTES:**

The minutes of the May 11, 2023 meeting had been previously e-mailed for review.

Commissioner Bovee made a motion to accept the minutes of the May 11, 2023 meeting, seconded by Commissioner Lombardo. The motion was unanimously approved.

**AUDIENCE OF CITIZENS:** None.

**BOARD OF EDUCATION – ELEMENTARY SCHOOLS HVAC UPGRADES – UPDATE**

Chairman Reid asked Mike Ahern and Brian Grant (Newfield Construction) for an update.

Brian Grant began by reporting that there was a pre-construction meeting at Willard School today and it was productive. There was a lot of fact-finding for All State Construction, and due to the teachers needing to move out it may be closer to July 1<sup>st</sup> for the actual start date, but All State will be continuing exploratory work and looking at lead times on equipment. There was a meeting with the Project Manager after the initial meeting and start dates and completion dates were discussed. Mr. Grant will give All State a call to report that the Commission is serious about the dates at hand and push the urgency. He feels once they have the actual contract signed, they will be on board.

Mr. Ahern reported that the contract for All State Construction should be ready for execution early next week. The Commission spoke about allowing Newfield Construction to make on-site decisions and they will report to the Commission on allowances and potential change orders.

Mr. Ahern explained that Friar Architecture has submitted a revised proposal for future services (during construction) with the Willard School project. Mr. Ahern had previously requested input from Newfield Construction on how much Friar and CES services would be utilized in the future. Brian Grant felt CES (mechanical design engineer) will be more integral in the process, but Friar might indeed be needed periodically to respond to Contractor requests for information or clarification.

Friar Architecture Inc. has proposed assistance with contract administration support services during the construction phase for a fee not to exceed sixteen thousand five hundred dollars (\$16,500), billed according to their 2023 rate sheet (attached to their proposal).

Commissioner Lombardo made a motion to approve Friar Architecture, Inc. proposal of \$16,500, dated June 5, 2023 for Willard HVAC contract administration support services (pending approval by Town Council), seconded by Commissioner Salimeno. The motion was unanimously approved.

Chairman Reid presented an invoice from Friar Architecture, Inc., Invoice # 2021-066A-05, Dated 05/31/23 for the Willard HVAC document coordination with the Construction Manager in preparation for Bid Document release, in the amount of \$3,565.00.

Commissioner Bovee made a motion to approve Friar Architecture, Inc., Invoice # 2021-066A-05, Dated 05/31/23 for the Willard HVAC documentation coordination with the Construction Manager in preparation for Bid Document release (pending approval by Town Council), in the amount of \$3,565.00, seconded by Commissioner Buccheri. The motion was unanimously approved.

Mr. Ahern was authorized to proceed with the preparation of a Council Agenda Item for the Friar Architecture proposal of \$16,500.00, and an invoice in the amount of \$3,565.00.

#### **EXPANSION & RENOVATIONS AT 240 KENSINGTON ROAD- LOCKER ROOM FACILITIES - UPDATE**

Commissioner Scarano mentioned that it was previously agreed to change the agenda item, and future references to the project, to the address instead of the name. The secretary will make the changes going forward.

Chairman Reid asked Mr. Ahern for an update.

Mr. Ahern reported that Mr. Brian Humes, of Jacunski Humes Architects (JHA), had completed a bid package for PBC review; Mr. Ahern had forwarded Mr. Humes' email with a link to the drawings on May 31, 2023 to the Commissioners and Mr. Solek. In response to Mr. Humes' questions on including site work and an associated survey in the bidding process, the Commissioners indicated that the site work should be in JHA's bid package, and directed Mr. Ahern to coordinate with Mr. Humes.

Chairman Reid presented an invoice from Jacunski Humes for approval. Invoice # 23149, Dated May 15, 2023 in the amount of \$28,125.00.

Commissioner Lombardo made a motion to approve the Jacunski Humes Invoice # 23149, dated May 15, 2023 in the amount of \$28,125.00, seconded by Commissioner Scarano. The motion was unanimously approved.

**ADJOURNMENT:**

Commissioner Bovee made a motion to adjourn the meeting at 7:40 p.m., seconded by Commissioner Lombardo. The motion was unanimously approved.

Lecia Paonessa  
Recording Secretary

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*Kathy Wallace*

BERLIN, CT.