

# PUBLIC SITE & BUILDING COMMISSION

Clifford J. Hurgin Municipal Center

1 School Street

Bethel, CT 06801

## Regular Meeting Minutes

Wednesday January 11, 2012

7:30 pm

C.J. Hurgin Municipal Center – Meeting Room “B”

**PRESENT:** Chair Scott Perry, Co-Chair Nancy Ryan, Jane Bickford, Jim Lacey and John Perna

**ABSENT:** David DeSteffano, Richard Straiton, Robert Tripi

**ALSO IN ATTENDANCE:** Lynn Rosato, Jarett Crooks, Michael Lusita

### **CALL TO ORDER:**

Chair Scott Perry called the meeting to order at 7:32 pm.

### **APPROVAL OF MEETING MINUTES:**

Jane Bickford made a motion, seconded by Nancy Ryan to approve the minutes of the December 14, 2011 Regular Meeting. Vote; All in favor. Motion approved unanimously.

**CORRESPONDENCE:** None

**PUBLIC INPUT:** None

### **OLD BUSINESS:**

#### **Bethel Library Project**

- At the request of Scott Perry, Jarett Crooks (Paul Bailey Architect) provided update on the status of the architectural drawings with estimated completion by 27 Jan 2012. Jarett distributed document titled “Historic Window Restoration and Conversion General Bi-Glass Specifications” which details a recommended solution for the Seeley House windows (document attached).
- Lynn Rosato discussed status of grant timing and steps being taken to move work ahead on the work associated with the Seeley House grant in order to hopefully avoid the need for requesting a third extension on this grant.
- Chair Scott Perry distributed Paul B. Bailey invoices dated January 3, 2012 for Seeley House and Bethel Library work. Jim Lacey made a motion, seconded by John Perna to approve Paul Bailey invoice in the amount of \$14,090.00 for work involving the Bethel Library addition. Vote, all in favor, motion approved unanimously. Jim Lacey made a motion, seconded by Nancy Ryan to approve the second invoice in the amount of \$6,785.00 for work involving the Seeley House project. Vote, all in favor. Motion approved unanimously (invoices attached).

TOWN OF BETHEL  
TOWN CLERK

2012 JAN 12 A 8:59

RECEIVED

- Chair Scott Perry made a motion, seconded by John Perna to approve Morganti invoice 31NE01 in the amount of \$9,984.00 for October, November and December 2011 Preconstruction Service subject to: (1) contract finalization by legal counsel (2) Morganti providing a breakdown of the approved amounts per the specifications identified by the Library (invoice retained by Lynn Rosato).

**Park and Recreation Storage Building and South Street Fire House**

- Chair Scott Perry reported that he had spoken to First Selectman Matt Knickerbocker telling him that Andrew Morosky and Bill Dwinells have both indicated that project work on these projects involving Public Site and Building Commission has been completed. Scott is awaiting First Selectman approval to drop both projects from our future agendas.

**NEW BUSINESS:**

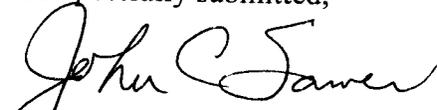
**Police Station Project**

- Chair Scott Perry circulated letter from First Selectman Matt Knickerbocker requesting that the Public Site and Building Commission look into the Police Station Project (copy attached). Discussion followed during which Chair Scott Perry and Nancy Ryan summarized their recollection of previous work done on this project. Scott will seek further clarification from the First Selectman on project scope. Scott has requested that the previous architect (Brian Humes of Jacunski & Humes) update costs assumptions from the previous needs assessment (November 7, 2005) for the next meeting.

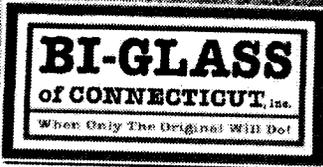
**AJOURNED:**

Nancy Ryan made a motion, seconded by John Perna to adjourn the meeting. Vote, all in favor, motion approved unanimously. Meeting adjourned at 8:43 PM.

Respectfully submitted,



John C. Sarver  
Recording Secretary



CT License # 544985

**OLD WOOD WINDOW SPECIALISTS**  
*Historic • Double-Paneled • Weather Stripping*

41 Maselli Road // Newington, CT 06111

www.ctbiglass.com // richard@ctbiglass.com // 888.966.3937

### **HISTORIC WINDOW RESTORATION AND CONVERSION GENERAL BI-GLASS SPECIFICATIONS**

Specified single-pane wood window units to be made into double-pane units using patented Bi-Glass Process.

Installers shall be experienced and knowledgeable of all current methods and trade secrets of Bi-Glass conversion techniques.

All sash removed from inside of building by Bi-Glass personnel to insure proper numbering and ultimate return to proper openings. All original window stops numbered and reused unless otherwise specified.

Window conversion done on premises in self contained Bi-Glass trailer and/or off site in Bi-Glass shop as required due to window size and complexity, epoxy consolidation, paint removal, geographical location and onsite parking availability.

When Bi-Glass work is performed off site due to complexity, extensive epoxy consolidation, parking restrictions; or other non Bi-Glass activities such as paint removal, de-leading, priming or finish painting, window/door covers to be provided, installed and removed by GC or others in a manner acceptable to Architect. Bi-Glass will remove such covers to perform its onsite work if they are removable from inside the building. **Bi-Glass can provide OSB window covers at \$50 per opening.**

Existing sash (and interior muntins) retained. Sashes and exterior muntins modified by cutting away existing putty or equivalent, increasing the width and depth of rabbet joint with patented Bi-Glass Router Guide Tool in strict adherence to Bi-Glass Specifications.

Existing wood sash shall meet Bi-Glass conversion standards as to; joints strong and complete, surface repairable with exterior rated epoxy. Sash or sash parts determined unusable at time of initial inspection or during conversion (rotted, decayed, and/or more than 15% moisture content as measured by Sonin Moisture Test Meter) will be Epoxy Consolidated using WEST System, or FLEX-TECH Elastomeric Wood Repair Compound. Incidental epoxy consolidation (up to 2 cubic inches) **Included in bid price.**

Any replacement, repair or epoxy consolidation required beyond incidental on window parts integral to the Bi-Glass conversion (i.e. sashes, window stops, jamboards, weight pocket covers and blind stops) shall be performed at a unit cost. **Included in bid price.**

The two bottom corners of the lower sash often (+/-70%) require epoxy consolidation and Dutchmen due to deterioration over the years where the end grains on the stile tenons have acted as wicks and drawn water up the stiles where it stays and rots the wood. A Dutchmen 5/8" thick x +/- 1" wide x +/- 5" long (or the entire length, if required) is epoxy consolidated into each lower corner. This repairs the rot, stabilizes the sash corners and provides a solid base for the weather strip kerf. Performed at a unit cost of \$75 per sash. **Included in bid price.**

Any window sills requiring epoxy consolidation or replacement shall be performed by Bi-Glass at a unit cost or by others prior to Bi-Glass work.

Minor epoxy consolidation repair	\$75 per
Major epoxy consolidation repair	\$175 per
Complete sill replacement or full epoxy consolidation	\$375 per

If necessary, any new replacement sash parts, or entire sash replacement duplicating the original sash as close as possible done by Bi-Glass at an agreed upon unit cost.

Any replacement, repair or epoxy consolidation required on other window parts not integral to the Bi-Glass conversion on interior or exterior window parts (such as window stool, interior casing trim, exterior window trim, blind stops, brick moulding, etc.) shall be performed by Bi-Glass at a unit cost, or by others.

All soft coat Cardinal 270 Low-E double-pane insulated units @ 7/16" DSB.

Warm edge seal (TruSeal Duralite) on all insulated glass units. Glass is one piece double-pane unit.

Tempered glass according to State code and as specified in bid.

Interior glazing using Norton Glazing Tape (black).

Exterior wood glazing stop installed in bed of siliconized acrylic sealant with supplemental nailing. (Glazing putty or compound eliminated).

Exterior muntins applied to exterior glass with Norton Exterior Rated Glazing Tape (black) to follow interior muntin configuration. Small expansion spaces are left at the muntin joints and then filled with a flexible caulk. This is necessary to insure full adhesion between the glass, glazing tape and muntins both at installation and then after installation to allow for muntin expansion and contraction during wet periods.

Exterior glazing stop and muntins fabricated from D-Select pine, or better, and primed with white Kilz primer.

Window sash structural repairs by Bi-Glass.

Window sash cosmetic repairs, priming and final painting done after Bi-Glass work by painter. **See Quotation for Details on this project.**

Any required interior or exterior paint removal performed prior to Bi-Glass work. Any final lead paint clean up required for testing purposes to be performed by others. Bi-Glass uses HEPA approved vacuums in its daily clean up. **See Quotation for Details on this project.**

New primed parting beads supplied and installed by Bi-Glass for proper weather stripping contact surfaces.

All sash counterweights removed (if weights will fit thru weight pocket openings). Weight pockets insulated with fiberglass insulation to the extent possible and weight pocket covers replaced.

Window Balance System To Be:

**Non-Tilt Hidden Balances Ploughed Into Stiles of Sash**

New system to be balanced to double-pane glass weight.

- Lower sash operational and upper sash fixed. (see **Quotation for operating top sash**).
- Bottom sash to be weather stripped at parting bead "right angle" with jamboard using Schlegel Polyflex weather stripping
- Bottom operating sash weather stripped at bottom rail with silicone rubber Tube Seal.
- Meeting rail (check rail) weather stripped with silicone rubber tube seal on upper sash.
- Sashes to have wool pile installed at meeting rail ends to prevent air infiltration.
- Top fixed sash weather stripped or caulked air tight.
- Top fixed sash to be fixed shut with two custom sash support blocks.
- Two custom sash stops installed at top of jamboard to prevent bottom sash from traveling beyond the limits of the hidden balance.
- Window stop edges kerfed and wool pile installed for smooth operation and to prevent paint rubbing on wood..
- On fixed upper sash installations Bi-Glass to paint or stain upper and lower meeting rails which will be exposed (when windows are opened) with latex based paint or water based stain to blend with final window colors.

All sashes planed, resized and refit to existing openings to provide for proper fit, locking and weather strip seal.

Existing window hardware used if proper weather strip seal can be achieved and consolidated if any is missing to provide consistent interior and exterior appearance. Existing hardware cleaned and polished if requested at a unit price. Broken, missing or new hardware replaced with Architect approved substitute at an additional charge.

All new window glass (inside and outside) cleaned, polished and temporary stickers removed at time of sash installation. Any protection required during completion of any other construction activities provided by G.C. Final cleaning to remove any construction dirt/filtrates etc. to be the responsibility of G.C.

On site parking for conversion work trailer and supply van required for duration of Bi-Glass work.

2-20 amp electricity outlets required within 75' of work trailer.

For occupied buildings a window work schedule should be made before the project starts that will maximize the safety of the occupants and minimize the disruption to their work schedule while at the same time allowing Bi-Glass to batch windows and perform its work efficiently without disruption and delays.

A designated area (for occupied buildings) on each floor of building for storage of Bi-Glass work tools and materials and for light woodworking.

On site dumpster to be provided for Bi-Glass.

All window treatments/accessories necessary to remove window sashes for Bi-Glass work such as curtains, shades, drapes, interior shutters, air conditioners, fans, etc. shall be removed (and replaced) by owner/GC prior to arrival of Bi-Glass. .

Any security or alarm contacts on windows to be removed and replaced by owner or Security Company. Bi-Glass accepts no responsibility for proper operation of the Security system after window conversion.

Clear and easy interior access to each window shall be provided by GC or other.

**Storm Window Removal:** The new EPA RRP rules enacted 4/22/10 require extensive ground protection when working on the exterior of a house build prior to 1978 that contains lead paint. Therefore, it is more cost effective for the painter to remove the storm windows when the exterior paint preparation and painting is done as he will have to provide ground covering at that time. This avoids double ground protection expense. However, Bi-Glass can remove storm windows at a cost of \$50 each which covers the cost of ground protection, removal, transportation, recycling and exterior clean up. Final scraping, filling of any screw holes and any other exterior cosmetic wood repair to be done by painter. This storm window removal does not include removing any metal wrapping that may have been applied to sills or trim.

Any interior staging necessary for window conversion provided by Bi-Glass. Any exterior staging required provided by G.C./Owner.

Payment Terms as agreed.

All material and workmanship warranties as per Bi-Glass Contract or as otherwise agreed. All warranties are contingent upon payment in full, and progress payments as agreed.

**Bi-Glass is an EPA Lead-Safe Certified Firm per Certificate # NAT-37849-1. Our employees have been trained in lead-safe work practices and have their "Certificate of Attendance and Successful Completion" certificate on the job site at all times.**

Totals subject to any change in opening counts or arithmetic errors.

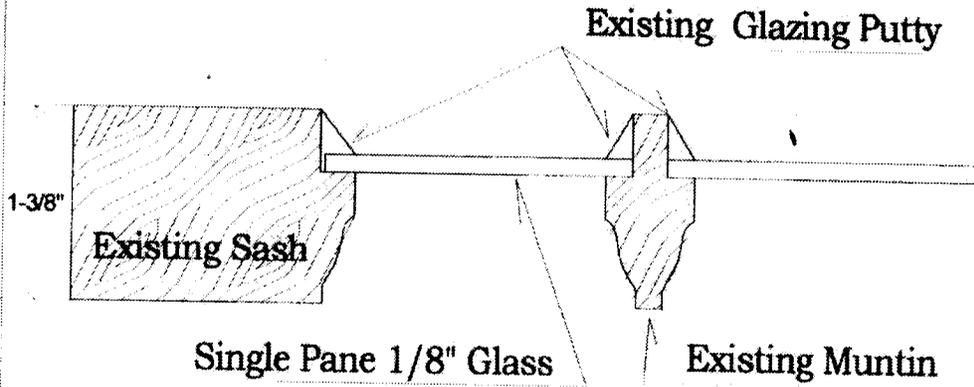
Any bid security or bonding requirements to be covered by G.C./Others.

Current Certificate of Insurance attached.

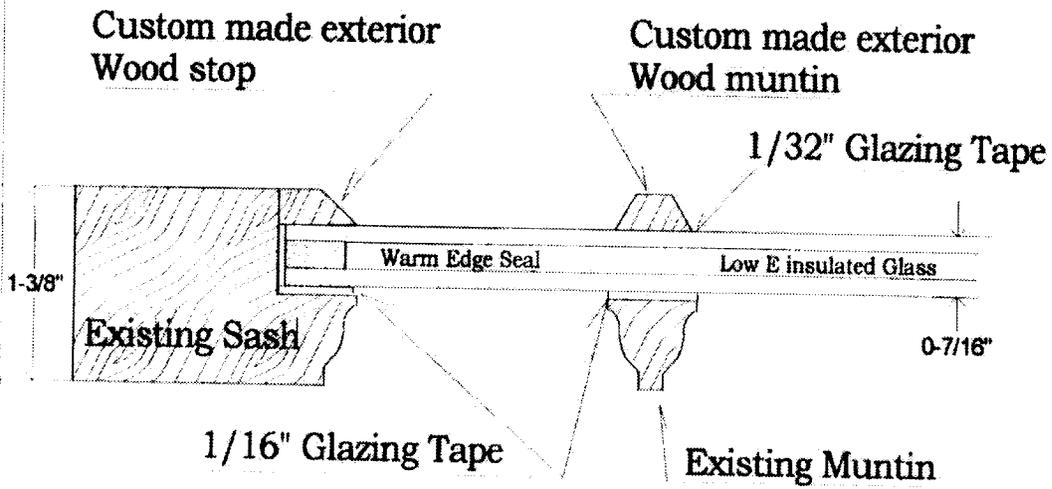
Prices are subject to review of Job Specifications, General Conditions, drawings, final contracts and any other special requirements specified by Owner/Architect and/or General Contractor.

# SHOP DRAWING

## BEFORE CT BI-GLASS



## AFTER CT BI-GLASS

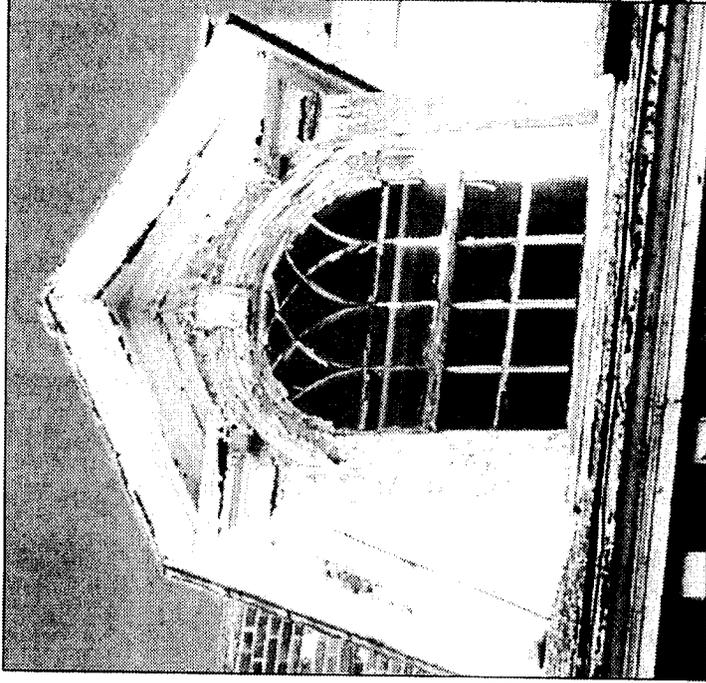


"When Only the Original (Window) Will Do"

# YALE UNIVERSITY-451 COLLEGE STREET, NEW HAVEN, CT

2002 PROJECT

BEFORE



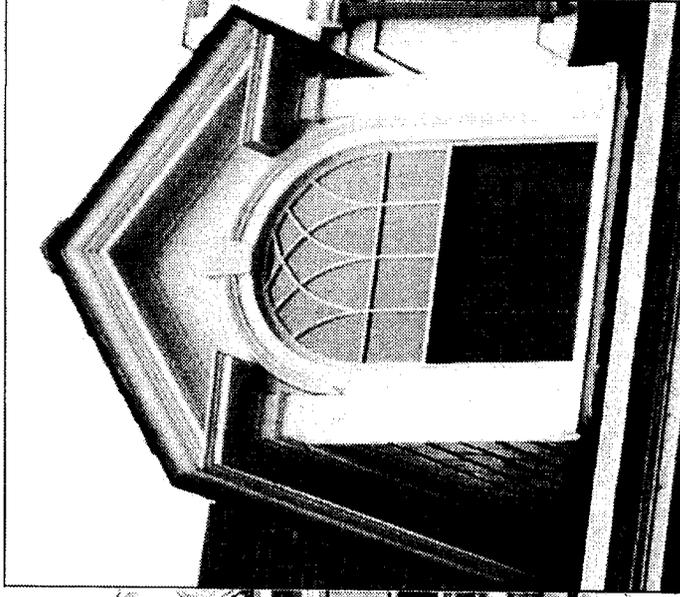
BADLY DETERIORATED CONDITION

DURING



DURING EPOXY CONSOLIDATION REPAIR

AFTER BI-GLASS



WITH DOUBLE-PANE LOW-E GLASS & HALF SCREEN



# FIRST SELECTMAN'S OFFICE

Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT 06801

Telephone: 203-794-8501 – Fax: 203-778-7520

Email Address: [firstselectman@betheltownhall.org](mailto:firstselectman@betheltownhall.org)

*Matthew S. Knickerbocker, First Selectman*

*Richard C. Straton, Selectman*

*Paul R. Szatkowski, Selectman*

*Martin J. Lawlor, Town Counsel*

*Wendy Smith, Office Administrator*

*Joan Gaveg Bradley, Office Assistant*

*Layna Patumbo, Office Assistant*

*Phyllis Karsky, HR/Grants Administrator*

January 6, 2012

Joseph Scott Perry  
Public Site & Building Committee  
9 Settler's Road  
Bethel, CT 06801

Dear Scott:

As you begin your 2012 meeting scheduling, I would like you to consider looking into the Police Station Project. This project, for a variety of reasons, has fallen to the back burner and I feel that the time has come to begin moving forward on it.

I realize that you are missing a member and this has not helped in attaining a quorum for your meetings; the Board of Selectmen will be making appointments at their upcoming meetings.

I would like you to keep an open mind and review all options which may be available for a Police Station Project. I do have materials here in this office from the original study by Jacunski & Humes, you are welcome to take them for your review process.

Thank you for your ongoing commitment to the Town of Bethel.

Very truly yours,

Matthew S. Knickerbocker  
First Selectman

# Bethel Police Department Study Bethel, CT

## Proposed New Police Facility

(Based upon Schematic Design Documents dated 9/21/05)

November 7, 2005

### PROJECT COST ESTIMATE

#### Hard Costs:

Construction and Sitework	\$7,877,808.00	
<b>Subtotal</b>		<b>\$7,877,808.00</b>

#### Soft Costs:

Furniture, Fixtures, Equipment	\$ 200,000.00	
Architectural/Engineering Fees	620,000.00	
Clerk of the Works	60,000.00	
Survey, Independent Testing	50,000.00	
Dispatch System Relocation	150,000.00	
Telephone / Data Systems	150,000.00	
Printing, Advertising	15,000.00	
<b>Subtotal</b>		<b>\$1,245,000.00</b>

<b>Project Contingency (10%)</b>	<b>\$ 750,000.00</b>	<b>\$ 750,000.00</b>
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<b>Project Total</b>		<b>\$9,872,808.00</b>
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#### Additional Anticipated Expenses:

Interest Expense on Borrowing	To be determined by Owner
Financing and Legal Fees	To be determined by Owner
Moving Expenses	To be determined by Owner

Costs are projected for Spring 2007 construction start. Owner to add 3-4%/yr. cost escalation due to inflation if start of construction extends beyond projected date.

PAUL B BAILEY  
• ARCHITECT •

DATE: January 3, 2012  
CLIENT: Bethel Town Hall  
1 School Street  
Bethel, CT 06801  
Attn: Purchasing Agent

PROJECT: A/E Services  
Seelye House Restoration & Renovation  
Bethel, CT

as per Agreement dated February 28, 2011\*\*

ACTIVITY: through 12/31/2011

phase	original contract	Seelye House	Childrens Room	total billed
<b><u>Building Codumentation/Investigation/Programming/ Schematic Design</u></b>				
Amount of Fee				<b>Total Being Billed</b>
Amount Complete as of 12/10/11	100% \$ 4,975.00	\$ 4,695.00	\$ 280.00	
		\$ 4,695.00	\$ 280.00	\$ 4,975.00
<b><u>Design Development</u></b>				
Amount of Fee				
Amount Complete as of 12.10.11	100% \$ 5,590.00	\$ 5,290.00	\$ 300.00	
		\$ 5,290.00	\$ 300.00	\$ 5,590.00
<b><u>Construction Documents</u></b>				
Amount of Fee				
Amount Complete as of 12.31.11	50% \$ 13,570.00	\$ 12,890.00	\$ 680.00	
		\$ 6,445.00	\$ 340.00	\$ 6,785.00
<b><u>Bidding/Negotiations</u></b>				
Amount of Fee				
Amount Complete	0% \$ 400.00	\$ 360.00	\$ 40.00	
		\$ -	\$ -	\$ -
<b><u>Construction Administration</u></b>				
Amount of Fee				
Amount Complete	0% \$ 4,000.00	\$ 3,800.00	\$ 200.00	
		\$ -	\$ -	\$ -
<b>total contract amount</b>	<b>\$ 28,535.00</b>	<b>\$ 27,035.00</b>	<b>\$ 1,500.00</b>	<b>\$ 17,350.00</b>
<b>Seelye House Amount due at this time</b>		<b>\$ 16,430.00</b>		
<b>Children's room portion amount due at this time</b>			<b>\$ 920.00</b>	
<b><u>payments received</u></b>				
	12/28/11 Seelye House only ck 15949		\$	(9,985.00)
	12/28/11 Seelye Houe only ck 15944		\$	(580.00)
	<b>subtotal paid</b>		\$	<b>(10,565.00)</b>
	<b>AMOUNT NOW DUE</b>		\$	<b>6,785.00</b>

\*\*this does NOT include the allowance for a new parking lot. There is a \$5,000 allowance for the A/E services noted on page 55 of the February 28, 2011 Proposal.

110 AUDUBON STREET  
NEW HAVEN, CT 06510  
203 • 776 • 8888  
FAX • 772 • 1365

H:\Wdocs\BILLS\BETHEL Library.SEEYLE House\2012 . JAN.SEEYLE. contract.xlsx

PAUL B BAILEY  
• ARCHITECT •

DATE: January 3, 2012  
CLIENT: Bethel Town Hall  
1 School Street  
Bethel, CT 06801  
Attn: Purchasing Agent

PROJECT: A/E Services  
Renovation & Completion of 2005 Bethel Library Addition  
Bethel, CT

as per Agreement dated February 28, 2011\*\*

ACTIVITY: through 12/31/2011

phase	original contract		Library Children's Library		total billed
<b><u>Building Codumentation/Investigation/Programming/</u></b>					
<b><u>Schematic Design</u></b>					
Amount of Fee	\$	10,325.00	\$8,275.00	\$2,050.00	
Amount Complete as of 11/15/11	100%	\$ 10,325.00	\$8,275.00	\$2,050.00	\$ 10,325.00
<b><u>Design Development</u></b>					
Amount of Fee	\$	11,610.00	\$9,300.00	\$2,310.00	
Amount Complete as of 12/10/11	100%	\$ 11,610.00	\$9,300.00	\$2,310.00	\$ 11,610.00
<b><u>Construction Documents</u></b>					
Amount of Fee	\$	28,180.00	\$22,600.00	\$5,580.00	
Amount Complete 12/31/11	50%	\$ 14,090.00	\$11,300.00	\$2,790.00	\$ 14,090.00
<b><u>Bidding/Negotiations</u></b>					
Amount of Fee	\$	850.00	\$650.00	\$200.00	
Amount Complete	0%	\$ -		\$	\$ -
<b><u>Construction Administration</u></b>					
Amount of Fee	\$	8,000.00	\$6,500.00	\$1,500.00	
Amount Complete	0%	\$ -		\$	\$ -
total contract amount		\$ 58,965.00	\$47,325.00	\$11,640.00	\$ 36,025.00
Library Amount due at this time			\$11,300.00		
Childrens Library Amount due at this time				\$2,790.00	
<b><u>payments received</u></b>					
Library - 12/28/11 ck 154948 - Library only				\$	(4,360.00)
Library - 12/28/11 ck 1549 - Library only				\$	(17,575.00)
subtotal paid				\$	(21,935.00)
<b>AMOUNT NOW DUE</b>				\$	<b>14,090.00</b>

\*\*this does NOT include the allowance for a new parking lot. There is a \$5,000 allowance for the A/E services noted on page 55 of the February 28, 2011 Proposal.

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