

**Seymour Permanent Building Committee**  
February 16, 2017 Meeting  
Norma Drummer Room, Town Hall

COPY RECEIVED  
DATE: 3/16/17  
TIME: 3:15pm  
TOWN CLERK'S OFFICE

**Committee Members Present:** Stanley Jachimowski, Mike Marcinek, Wayne Natzel, Jim Forsyth, Peter Kubik, John Conroy, Alex Danka

**Others Present:** Don Smith, Alan Lagocki & Associate from Ames & Whitaker

**Absent:**

The meeting was called to order at 7:15 p.m. by Mike Marcinek and the Pledge of Allegiance was recited.

**Public comment:**

None

**Discussion with Architect - Ames & Whitaker**

Mr. Lagocki from Ames & Whitaker reviewed tasks and laid out prospective timeline. Instead of approaching project by building, they propose by project instead.

Window replacement project - package with two buildings to complete as soon as possible. Would like to send out bids late spring/early summer with a plan to install the windows in the fall. The lead time to receive windows is 8-10 weeks. The windows will all be customized based on the current size of the windows. The committee discussed the types of windows and designs to be installed. Ames & Whitaker will review all the options and advise as to their recommendations. Mr. Smith will also try and locate other building plans for the Town Hall for additional reference.

HVAC would be another project that would be packaged into another another contract

Due to the scope of work involved with the Police Station, they recommend it be its own project. Mr. Smith asked how do they see the water issue at the police station. Mr. Lagocki would like a more thorough review of the water concerns and may see it as a groundwater problem. The Committee thought it was coming from up above. If it is a groundwater problem, Ames & Whitaker will have to add to the contract.

**Timeline**

Mr. Marcinek asked if all three projects are to run parallel. Mr. Lagocki replied that the design work is taking place concurrently and some will run simultaneously with different end points.

A Review of all the work to be completed was discussed to determine what parts of each project would fall under each trade.

Would like to see the contract executed by the end of the month. Mr. Lagocki advised he will complete the design and development by the end of the month to review by the committee to make sure cost estimates are in line with the design. They want to keep an open line of continual communication with the committee throughout the scope of the contract.

The committee wanted to know if a target of September to have the windows installed was reasonable. Mr. Lagocki advised that a bid must be out by late May for a windows package to start the process. The timeline must also be ready to present to the Board of Selectmen. The committee would need to see the bids sooner so there is enough time to review and present to Selectman. Ames & Whitaker will present the bid to the committee by the 1st/2nd week of May (8 week schedule) and final bids by June 13th to present to the Board of Selectmen on June 16th.

Mr. Conroy advised that once we present to the Board of Selectman, we can order the windows and should be within the timeline of an August/September install.

The committee will discuss the schedule next week and review the contract with Ames & Whitaker. Mr. Conroy will provide a conference call number for all those that will participate.

**Environmental Report**

Mr. Smith reported the results from the Environmental Report. There is no PCB in the caulk at the town hall. PCB was found under the mat at the library. They removed the felt from the mat to make sure the PCB's did not sink into the surface underneath. Some asbestos was found at the town hall. Some was found in the library as well. (See report for more details). Some lead paint was found in both buildings, but nothing significant. It can be easily cleaned.

The demo of the windows will be a minimal abatement project (casing and caulk in the library) Ames & Whitaker will include in their window package.

**Motion:** Mr. Jachimowski made a motion to adjourn the meeting. Mr. Natzel seconded the motion.  
Motion Passed: 7-0.

Meeting adjourned at 8:04 p.m.

Respectfully Submitted,

***Kelly Forsyth***

Kelly Forsyth  
Recording Secretary