



TOWN OF WINDSOR, CONNECTICUT
PUBLIC BUILDING COMMISSION
September 9, 2025 at 6:00PM
Hybrid Meeting – Via Zoom and In-person
Town Hall – Ludlow Room

MEETING MINUTES

Public Building Commission Members Present: Deputy Chair Gary Johnson, Commissioner Rusty Peck, Commissioner Jim Bennett, Commissioner Lee Alford (Zoom), Alternate Mark Purdue, Alternate George Bolduc

Public Building Commission Member(s) Absent: None

Also Present: Marco Aglieco – Building and Facilities Manager, Julie Wilson, Recording Secretary, Nate Secor- WPS Physical Assistant Plant Manager (Zoom), Lenell Kittlitz and Andrew Dumay —Clerk of the Works with 7 Summits Construction

Call to Order

Deputy Chair Gary Johnson called the meeting to order at 6:00 pm.

Remarks of the Chair

Craig Bothroyd, of Millennium Builders is in attendance, and will address the Welch Pool project, following the agenda.

Public Communications

None.

Item #4– Clover Street School Restrooms ADA Improvements Phase 2– 9552 CIP FY2024

According to Brittany Clark, Lennell Kittlitz, of 7 Summits there were opportunities at the end for them to help Scope Construction finish well. She felt the team worked very well together, and they were thankful for the opportunity to work with the town.

Marco Aglieco stated that the deadlines were met and he is happy with that. There are some money left in remaining open PO's so the project can't be closed out yet. Scope Construction has 2.5% remaining on their retainage.

Motion: Commissioner Rusty Peck moved to accept invoice 21131.01-i3 from Russell & Dawson, dated 8/26/25 for Clover Street School Restrooms ADA Improvements Phase 2, CIP 9552 in the amount of \$500.00. Seconded by Commissioner Jim Bennett.

Passed: 5-0-0

Motion: Commissioner Jim Bennett moved to accept application 5 from 7 Summits Construction LLC., dated 8/18/25 for Clover Street School Restrooms ADA Improvements Phase 2, CIP 9552 in the amount of \$7,960.00. Seconded by Commissioner Rusty Peck.

Passed: 5-0-0

Motion: Commissioner Rusty Peck moved to accept invoice 605922529 from Hillyard New England, dated 8/26/25 for Clover Street School Restrooms ADA Improvements Phase 2, CIP 9552 in the amount of \$1,597.80. Seconded by Commissioner George Bolduc.

Passed: 5-0-0

Motion: Commissioner Mark Purdue moved to application 5 from Scope Construction Co. Inc., dated 8/25/25 for Clover Street School Restrooms ADA Improvements Phase 2 CIP 9552 in the amount of \$297,522.90. Seconded by Commissioner George Bolduc.
Passed: 5-0-0

Motion: Commissioner Jim Bennett moved to application 5 retainage from Scope Construction Co. Inc., dated 8/25/25 for Clover Street School Restrooms ADA Improvements Phase 2, CIP 9552 in the amount of \$37,486.64. Seconded by Commissioner Rusty Peck.

Passed: 5-0-0

Motion: Commissioner Mark Purdue moved to accept change order 10 from Scope Construction Co. Inc., dated 8/13/25 for Clover Street School Restrooms ADA Improvements Phase 2, CIP 9552 in the amount of \$3,200.00. Seconded by Commissioner Rusty Peck.

Passed: 5-0-0

Item #5 -- LP Wilson HVAC Improvements Phase 1 – 9551 CIP FY2023

Marco Aglieco reported that Trane came out today and replaced the actuator. If this resolved the issue, we will be able to close this phase of the project.

Item #6 -- LP Wilson HVAC Improvements Phase 2 – 9551 CIP FY2023

Nothing new to report.

Item #7 -- LP Wilson HVAC Improvements Phase 2B – 9551 CIP FY2025

Andrew Dumay, of 7 Summits, reported that multiple meetings have kept the contractors engaged and getting tasks done in the scheduled timeline. The Board of Ed room is going smoothly, and the ductwork will be finished by Friday. Ceiling tiles will go in on Thursday and Friday as well. The contractors understand the room must be ready for the meeting next week. Baseboard radiator installation will start on September 21, 2025 after 1:30 PM as not to cause disruption, this should take three days to complete.

Andrew Dumay continued, that in the gym, the ductwork is currently going in. The RTUs will be delivered on Thursday. A 5:30 AM placement on the roof will take place to create a safe environment for all involved. Work will occur on the weekend if required. The gym should be finished by September 15, 2025. If any work remains after the building is turned over 7 Summits will make sure that contractors communicate with the facilities department as they wrap up punch list items. Rich Henderson, of the Recreation department, said the next few Saturdays they left the gym open in case anything else needs to be done.

Motion: Commissioner Jim Bennett moved to accept application 3 from Action Air Systems, Inc., dated 8/27/25 for LP Wilson HVAC Improvements Phase 2B, CIP 9551 in the amount of \$232,491.12. Seconded by Commissioner Rusty Peck.

Passed: 5-0-0

Motion: Commissioner Mark Purdue moved to approve application 3 from 7 Summits Construction LLC., dated 8/18/25 for LP Wilson HVAC Improvements Phase 2B, CIP 9551 in the amount of \$9,450.00. Seconded by Commissioner Rusty Peck.

Passed: 5-0-0

Motion: Commissioner Rusty Peck moved to approve invoice 275066 from Fuss & O'Neill, dated 8/19/25 for LP Wilson HVAC Improvements Phase 2B, CIP 9551 in the amount of \$47,397.60. Seconded by Commissioner Jim Bennett.

Passed: 5-0-0

Motion: Commissioner Rusty Peck moved to approve application 2 from Haz-Pros, Inc., dated 8/27/25 for LP Wilson HVAC Improvements Phase 2B, CIP 9551 in the amount of \$26,125.00. Seconded by Commissioner Mark Purdue

Passed: 5-0-0

Motion: Commissioner Mark Purdue moved to approve application 3 from McKinney Construction Co., dated 8/28/25 for LP Wilson HVAC Improvements Phase 2B, CIP 9551 in the amount of \$116,800.55. Seconded by Commissioner George Bolduc.

Passed: 5-0-0

Motion: Commissioner Mark Purdue moved to approve invoice 6253 VMR Mechanical Contractors, Inc., dated 8/11/25 for LP Wilson HVAC Improvements Phase 2B, CIP 9551 in the amount of \$4,875.00. Seconded by Commissioner Rusty Peck.

Passed: 5-0-0

Motion: Commissioner Rusty Peck moved to approve change order 3 from McKinney Construction Co., revised dated 8/26/25 for LP Wilson HVAC Improvements Phase 2B, CIP 9551 in the amount of \$7,500.00. Seconded by Commissioner Jim Bennett.

Passed: 5-0-0

Motion: Commissioner Mark Purdue moved to approve change order 4 from McKinney Construction Co., dated 8/27/25 for LP Wilson HVAC Improvements Phase 2B, CIP 9551 in the amount of \$1,680.00. Seconded by Commissioner Rusty Peck.

Passed: 5-0-0

Motion: Commissioner George Bolduc moved to approve change order 5 from McKinney Construction Co., dated 9/5/25 for LP Wilson HVAC Improvements Phase 2B, CIP 9551 in the amount of \$4,800.00. Seconded by Commissioner Mark Purdue.

Passed: 5-0-0

Motion: Commissioner Mark Purdue moved to approve change order 6 from McKinney Construction Co., dated 9/5/25 for LP Wilson HVAC Improvements Phase 2B, CIP 9551 in the amount of \$1,000.00. Seconded by Commissioner Rusty Peck.

Passed: 5-0-0

Item #8 - Wilson Fire Station Interior -- 9585 CIP FY2025

Marco Aglieco reported they are finishing up well and McKinney has almost completed all their work.

Motion: Commissioner Jim Bennett moved to approve invoice 241154 from USA Mechanical, dated 8/22/25 for Wilson Fire Station Interior Renovations, CIP 9585 in the amount of \$25,500.00. Seconded by Commissioner Rusty Peck.

Passed: 5-0-0

Motion: Commissioner Rusty Peck moved to accept application 2 from McKinney Construction Co., dated 8/28/25 for Wilson Fire Station Interior Renovations, CIP 9585 in the amount of \$14,322.00. Seconded by Commissioner Mark Purdue.

Passed: 5-0-0

Item #9 – Pogonock Elementary School Roof Design – 9558 CIP FY2024

Tom Hibbard, of Hibbard & Rosa, went out last week. The scope is now a flat roof and they are keeping asphalt shingle roofs. The brick vent stacks have deteriorated and replacement is needed. The custodians noted leakage occurs in these spots. This will likely change the cost of the project. Marco Aglieco said we need to let Danielle Batchelder know the change so she can apply that to the grant application. Tom Hibbard stated the staff is keeping the leaks at bay. He strongly recommends this be addressed in the design or else water filtration will continue. Pointing and replacing of bricks is needed, and complete brick replacement as well. If only the roof proper is addressed and the brick vents are not addressed, then issues would continue. This job will have to happen during the summer. Tom Hibbard recommends that this work is done with the roof, by one contractor as one job. He doesn't think this will be reimbursable. Marco and Tom will touch base on this next week to get a plan.

Item #10 – Clover Street School Roof Design -- 9549 CIP FY2022

Tom Hibbard stated they are looking at the large mechanic unit that has very little clearance. The depth of insulation is going to be increased as well.

Item #11 -- Sage Park School Roof Design Replacement Phase 2 -- 9541 CIP FY2024

Marco Aglieco reported the weights for the condensing units on the roof rooftop have been installed.

Motion: Commissioner Mark Purdue moved to approve application 1 from Silktown Roofing Inc., dated 8/25/25 for Sage Park School Roof Replacement Phase 2 CIP 9541 in the amount of \$47,911.39. Seconded by Commissioner Rusty Peck.

Passed: 5-0-0

Item #12 -- Oliver Ellsworth Humidity Mitigation – 9574 CIP FY2024

Marco Aglieco stated the project did well budget wise. There are no open punch list or warranty issues outstanding. This project is ready to be closed.

Motion: Commissioner Jim Bennett moved to approve close the Oliver Ellsworth Humidity Mitigation, CIP 9574 with a balance of \$540,047.95. Seconded by Commissioner Mark Purdue.

Passes: 5-0-0

Item #13 – Sage Park MS HVAC Replacement Phase 2 & 3 – 9542 CIP FY2023

According to Marco Aglieco, the auditorium and music room are complete and there are no longer noise issues.

Motion: Commissioner Rusty Peck moved to approve invoice 8/15/25 from JP Engineering, dated 8/15/25 for Sage Park MS HVAC Replacement Phase 2 & 3, CIP 9542 in the amount of \$3,250.00. Seconded by Commissioner George Bolduc.

Passes: 5-0-0

Motion: Commissioner Mark Purdue moved to approve invoice 8/15/25 from USA Mechanical, dated 8/28/25 for Sage Park MS HVAC Replacement Phase 2 & 3, CIP 9542 in the amount of \$36,490.00. Seconded by Commissioner Rusty Peck.

Passes: 5-0-0

Item #14 -- Aquatic Facilities Improvements Goslee & Welch Design– 9536 CIP FY2022

Nothing new to report.

Item #15 -- Welch Pool Renovations Construction– 1938 CIP FY 2024

Marco Aglieco recapped the history of the project briefly, from his perspective. Near the end of the project Marco worked with the engineer to create a punch list, before the pool was opened for the season in 2024. After the pool closed in summer a new punch list was made. The engineer told Marco to pay the retainage, however because he had outstanding questions Marco did not present the invoice to the PBC in May of 2025. Rich Henderson, Recreation department, was informed that Millennium Builders would not come out and look at the issue of the water not flowing toward the drains because they had not been paid for the retainage in the amount of approximately \$135,000.

Craig Bothroyd, of Millennium Builders, stated his main concern is not for the money, but for the reputation of Millennium Builders. He stated that Millennium offered to take care of any warranty issues within a 1-year period from the point of substantial completion per the AIA document was July 1, 2024. He stated that retainage could have been billed at that point, but was not, though he is unsure as to why. Craig stated that Millennium never received any other issues from the town until July 2, 2025, at which point the 1-year warranty window had closed. He stated there was no communication of any defects brought to their attention or communication about the retainage invoice, or

discussion of a possible reduction of retainage offer. He also stated that if the payment will not be made in full that he will first need to go back on his and with justification from the town's side and make sure that the powers-that-be agree, to which Deputy Chair Gary Johnson agreed.

Marco Aglieco stated he does not agree with the accuracy of that account and that they will need to discuss this matter more. Deputy Chair Gary Johnson confirmed that Marco and Craig would meet before the 9-23-25 PBC meeting to come to a solution on this matter and that PBC members would be happy to help get this matter resolved.

Motion: Commissioner Jim Bennett moved to approve invoice 32223 from Three-Way Communication dated 8/20/25 for Welch Pool Renovations Construction CIP 1938 in the amount of \$9,484.00. Seconded by Commissioner Mark Purdue.

Passed: 5-0-0

Item #16 – LP Wilson BOE Restroom Improvements Design – 9553 CIP FY2025

Nothing new to report.

Item #17 – 330 Windsor Ave Gym HVAC Design – 9550 CIP FY2022

Nothing new to report.

Item #18 – Milo Peck School HVAC Replacement Design – 9538 CIP FY2024

Nothing new to report.

Item #19 – Town Hall Roof Replacement – 9591 CIP FY2026

Marco Aglieco reported that design is well under way. Russell and Dawson will be at the 9-23-25 PBC meeting to present the design.

Item #20 – LP Wilson Roof Replacement North End– 9593 CIP FY2026

Nothing new to report.

Item #21 – Windsor HS Roof Replacement – 9592 CIP FY2027

Nothing new to report.

Item #22 – Chaffee House Exterior Repair & Improvements – 9594 CIP FY2025

Marco Aglieco reported that Gary Dowgewicz currently working with McKinney Construction on painting and the windows.

Item #23 – Minutes of Preceding Meeting: The 8-12-25 draft minutes were approved without corrections.

Motion: Commissioner Rusty Peck moved to accept draft minutes of preceding meeting on 8/12/25. Seconded by Commissioner Jim Bennett

Passed: 5-0-0

Item #20 -- Staff Reports: Nothing new to report.

Item #21 -- Adjournment:

Respectfully submitted,
Julie Wilson
Public Building Commission Recording Secretary

DRAFT