

# PUBLIC SITE & BUILDING COMMISSION

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

## **Regular Meeting Minutes**

**Wednesday, April 23, 2025**

**7:00 P.M.**

**Meeting Room B and via Google Meets**

2025 APR 24 P 5:00  
TOWN CLERK  
BETHEL, CT.

RECEIVED

**PRESENT:** Nancy Ryan, David Resendes, and Jeff Poklemba, and Tom Cardillo attended in person, David Olson attended remotely

**ABSENT:** David Horvath and Roger Young

**ALSO IN ATTENDANCE:** Jennifer Variale and Tyler Stevens, Board of Education, and Rick Davidow, STV, and Jason Guerrero, CIRMA

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE:**

N. Ryan called the meeting to order at 7:00 p.m. and led the Commission in the Pledge of Allegiance.

**PUBLIC INPUT:** None

**CORRESPONDENCE:** None

**ELECTION OF OFFICERS:**

*N. Ryan made a motion, seconded by J. Poklemba, to move Election of Officers to the end of the agenda. Vote, All in Favor, Motion Passed.*

**APPROVAL OF MEETING MINUTES:**

**Regular Meeting Minutes of April 9, 2025:**

*N. Ryan made a motion, seconded by D. Resendes, to approve the Regular Meeting Minutes of April 9, 2025. Vote, All in Favor, Motion Passed.*

**OLD BUSINESS:**

**BHS HVAC Upgrade:**

**Project Update:** R. Davidow reported doing one more round of State approvals last week for the abatement. Waiting on receipt of approval from the State to begin the abatement that was planned to begin on Tuesday, April 22<sup>nd</sup>. J. Variale stated Dr. Carver planned to reach out to the State tomorrow regarding the approval status. Work has continued with VRF being hung in the ceiling on the 2<sup>nd</sup> floor and 75% of them hung on the 3<sup>rd</sup> floor. Awaiting RFI's from Sav-Mors vendors. Sav-Mor has not been consistently attending the OAC meetings. R. Davidow addressed this with Sav-Mor and a new time of 11:30 every other Tuesday was chosen. T. Stevens provided some dates where there might be conflict with working in the evening while events are occurring.

**Budget:** No update. J. Poklemba questioned if the tariffs will affect the budget. R. Davidow stated the majority of the equipment is on hand already.

Invoice Review and Approval:

*N. Ryan made a motion, seconded by T. Cardillo, to approve Pennoni Invoice #1270235, dated April 15, 2025, in the amount of \$1,218.51, for Asbestos Transmittal Document Review. Vote, All in Favor, Motion passed.*

*N. Ryan made a motion, seconded by D. Resendes, to approve Sav-Mor Cooling & Heating, Inc. Invoice #17394, dated March 20, 2025, in the amount of \$42,129.00, for professional services through March 31, 2025. Vote, All in Favor, Motion passed.*

N. Ryan requested to receive all invoices for the same meeting to possibly reduce the need for a second monthly meeting.

N. Ryan reviewed the CIRMA Builders Risk Insurance invoice. She had requested the effective date be updated. The revised invoice did not make that change. The Commission was concerned about the need and expense of this invoice. J. Variale reviewed the background and reasons for the additional insurance. Discussion ensued.

*N. Ryan made a motion, seconded by D. Olson, to approve Cirma's Invoice #35154, dated March 17, 2025, in the amount of \$30,000.00, for property coverage for duration of the HVAC project at BHS, with the addition of correspondence from Jason Guerrra informing the insurance will be effective through December 2025. Vote, All in Favor, Motion passed.*

J. Poklemba stated he would like to make sure this type of insurance is covered in any projects going forward.

The next meeting will be May 14<sup>th</sup>.

**Municipal Center Locker Room:** N. Ryan reported meeting with First Selectman Carter and Park & Rec Director Rachael McGrath to review the proposal from BMP. First Selectman Carter is looking for the PSBC to advise the Town how to proceed. N. Ryan reviewed the Town Charter with the Commission. She reported the Town has contracted with Colliers as an owner's representative and will reach out to them for guidance. Discussion ensued.

**ELECTION OF OFFICERS:** N. Ryan reviewed the ending of her service, as well as, Dave Olson's with the Commission and stated we should be appointing a new chair soon.

**ADJOURN:**

*D. Resendes made a motion, seconded by T. Cardillo, to adjourn the meeting at 8:19 p.m. Vote, All in Favor, Motion Approved Unanimously.*

Respectfully submitted,



Kathy Galbis  
Recording Secretary

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## Information for Builders Risk Insurance from CIRMA for the BHS HVAC Upgrades Project

- CIRMA is providing Builders Risk Insurance for the duration of the project even though the invoice #35154 does not show the end date of December 2025. The original invoice for the original amount of \$7,450.00 does show the end date of December 2025.
- Emails from Jason Guerrero of USI state that this invoice is the final invoice, and it covers the building for the duration of the project.

Nancy Ryan <njrymo@gmail.com>

Thu, Apr 17, 4:57 PM (6 days ago)

to Jason, Rick

Thanks Jason,

.....While the dates still say July 2024 through July 2025, it does say for the duration of the project.

We will take care of this at our meeting next week.

And we should NOT receive another invoice after July 2025 - correct?

njr

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Nancy J Ryan

Jason Guerrero

Thu, Apr 17, 5:08 PM (6 days ago)

to me, Rick

Correct. The only way you'll receive another invoice is if the project goes past the effective date of the builders risk policy which is December 20th 2025 and the builders risk policy has to be extended. But CIRMA will not charge extra regardless of the length of the project. If the project finishes early, I will push for a credit from CIRMA.

Davidow, Rick M.

Fri, Apr 18, 6:15 AM (5 days ago)

to Jason, me

Jason,

When you discuss the end of the project, are you referencing the substantial completion date. At this point, the construction is complete and typically is when the warranty begins on equipment. Please confirm.

Thanks

Rick

Jason Guerrero

Fri, Apr 18, 6:50 AM (5 days ago)

to Rick, me

Correct

The PS&BC wants to be clear that in approving this invoice, we have been told that there will not be another invoice and that the Builders Risk lasts for the duration of the Project.

njr