

South Windsor Public Building Commission Minutes – Regular Meeting March 14, 2018

A regular meeting of the Public Building Commission was held on March 14, 2018 at 6:30 PM at Timothy Edwards Middle School, 100 Arnold Way, South Windsor. The meeting was held jointly with the Board of Education. The following people were in attendance:

Members Present: Matthew Beaulieu, Carol Kelley, Matthew Montana, Edward O'Connell, Bernard Thomas and Craig Zimmerman

Member Absent: Phil Koboski

Also Present: Board of Education members Jessica Waterhouse, David Joy, Erica Evans, Michael Paré, Rick Stahr and Audrey Delnicki; Dr. Kate Carter and Patrick Hankard (SWPS); Charles Warrington (Colliers); Hugh Pearson and Dave Symonds (Moser Pilon Nelson); Karrie Kratz, and Taylor Gladding (Gilbane); Town Council Liaison Andy Paterna, Representative Tom Delnicki, Deputy Chief of Police Scott Custer, Lieutenant Kris Lindstrom and Fire Marshal, Walt Summers

Chairman Montana called the meeting to order at 6:30 PM.

Approval of Minutes: A motion was made by Mr. O'Connell, seconded by Mrs. Kelley, to approve the minutes of the February 14, 2018 meeting. Motion passed unanimously (6-0).

Review Correspondence/Communications and Comments from the Public: None.

Presentation of Eli Terry and Philip R. Smith design progress by Moser Pilon Nelson: Mr. Symonds noted that this meeting was scheduled as a joint meeting with the board of education to provide the board with status of the project to date and the current renderings. He advised that one month ago the schematic design documents and budget were finalized and Moser Pilon Nelson was authorized to move into the design development phase of the project. He advised that they are now 35% through the design phase. Mr. Symonds reviewed images of the Eli Terry and Philip R. Smith buildings, including the citing for the buildings, noting that the current façade is to be brick on the lower level, with a stone veneer on the upper level and metal sloped roofing. He noted that throughout the design process MPN will keep an eye on the expenditures regarding these façade materials. Both buildings are designed with accents to provide for a lot of natural light throughout the buildings. He reviewed the interior classroom configurations throughout the building which were well received by the teaching staff. Mr. Symonds responded to board and commission member questions.

In response to a concern raised by Mr. Zimmerman regarding students accessing the fields at Eli Terry and the potential for them crossing traffic, Mr. Symonds noted that most of the time students in PE are utilizing the open grass areas around the building and not the playing field; however, he noted that there is a dedicated path to the fields with no traffic.

Mr. Zimmerman requested Mr. Symonds to provide the board with information regarding extra classroom space that is being designed to accommodate potential increases in enrollment, should expansion be necessary five-ten years in the future. Mr. Symonds reviewed the plans that would allow for three additional classrooms at Eli Terry and two additional classrooms at Philip R. Smith.

Finally, Mr. Zimmerman requested whether there were any student surveys planned for the Orchard Hill students, noting that when he attended OH for *Read Across America*, he had a very engaging

discussion with fifth graders regarding their experiences thus far. Dr. Carter noted that she was not aware of a survey, but would ask Principal Tortora.

Mr. Joy thanked the PBC for inviting the board of education to the meeting, noting that the board has been looking forward to seeing the designs. He noted that he was not a fan of the design of the last school, particularly with the exterior pallet, but noted his gratitude for the PBC who worked extensively on the initial pallet to make improvements. He commended Moser Pilon Nelson for their designs, noting that he loved the designs. He relayed his hope that throughout the budgeting process the exterior façade (brick and limestone) will remain in the design, noting his wish to have schools that will look timeless for many years and blend in nicely with the community, which is what he sees in these designs.

Mr. O'Connell noted his concern with the latest conversations regarding steel tariffs and the potential impact on the structural steel industry as well as the two projects. Ms. Kratz noted that it is a concern; however, that from the onset the project always included escalation contingencies to take into account market implications. She noted that Gilbane is actively taking bids from the street and currently has relevant cost data. She noted that as the project moves into design development, Gilbane will continue to take a careful look at the situation. She remarked that in speaking with steel suppliers, the larger projects are more successful at securing more reasonable pricing. She also indicated that most of the feedback that Gilbane has been receiving is very speculative.

Proposed Executive Session: Discussion regarding security measures for Eli Terry and Philip R. Smith Schools:

MOTION: A motion was made at 7:10 PM by Carol Kelley seconded by Ed O'Connell to adjourn to executive session for the purpose of discussing school security measures for the Eli Terry and Philip R. Smith schools. Further move to invite the following people to join the executive session: Kate Carter, Patrick Hankard, Audrey Delnicki, Erica Evans, David Joy, Michael Pare, Rick Stahr, Jessica Waterhouse, Scott Custer, Kris Lindstrom, Walt Summers, Hugh Pearson, Dave Symonds, Chuck Warrington, Karrie Kratz and Taylor Gladding.

Mr. Montana suggested that Representative Delnicki and Deputy Mayor Paterna be included in the executive session. There were no objections.

VOTE: Approved/Unanimous (6-0)

The commission adjourned the executive session by consensus at 8:10.

Superintendent's Update: Dr. Carter distributed the latest newsletter regarding Phase Two which included renderings of Eli Terry and Philip R. Smith. The newsletter was sent electronically to all parents and hard copies are available at principals' offices, the town council, the community center and the libraries. She noted that anyone who would like to request a hard copy can contact the superintendent's office.

UNFINISHED BUSINESS

Orchard Hill Elementary School Project Update: Mr. Warrington noted that for the most part the project is now complete with the exception of a couple of items. Ms. Gladding provided an update of the classroom sound system mock-ups that were approved at the last meeting, noting that there had been some movement. One of the mock-ups will be complete by the end of the month; however, the second is still being explored. The initial pricing came in a bit higher than originally thought and Gilbane is

working with the design engineer to determine the accuracy of the pricing and/or determine if other options should be explored. Mr. Montana encouraged them to keep Mr. Couture involved in the discussion. In other news, Mr. Warrington advised that Gilbane is in the process of closing out its contracts; all purchase orders are out for the furniture that was approved by the PBC; Colliers is completing the financials to prepare for the audit; and the commissioning agent (SES) met with Pat Hankard and Mike Tortora for the 10-month warranty follow up to ascertain if there were issues from a warranty perspective.

Mr. Warrington also reported that there have been some challenges with the audio visual system in the cafeteria and gym, noting that the public announcements made by the main office were not coming through the speakers. He noted that the subcontractor came to review the system and made an adjustment and it now works. Ms. Gladding explained that in order for the system to work, it has to be on and the volume needs to be turned on. It was discovered that the volume was not turned on, so the vendor made an adjustment to the system so that the volume does not need to be turned on in order for the announcements to be heard. Mr. Warrington suggested that the vendor come back to train the staff as a refresher, as it was thought that the volume was inadvertently turned off. Mr. Hankard noted that in both of those rooms, the building PA system goes through the amplifiers that is dedicated to those systems. He recommended for future buildings that a dedicated speaker be placed in those areas to avoid them being inadvertently turned down or off. As this was considered to be a safety issue at Orchard Hill, Mr. Hankard is going to explore installing direct intercom speakers into those systems. Commission members agreed.

Phase II PRS and ET Updates: Design status by Moser Pilon: Mr. Pearson advised that MPN continues to have bi-weekly working group meetings with some building committee representation and that they continue to work with administration and key staff to gather information. Mr. Warrington advised the commission that he will be providing them with a high-level summary of the working group meetings in order to keep them informed. Mr. Warrington also reviewed the macro schedule for the projects, noting that it had not changed since the start of the project and that both projects are on schedule and that he did not anticipate a delay in the design. He provided the commission with in-depth details regarding the schedule. He noted that he has been working with Michelle Dixon, Principal of PRS, and Art O'Connell regarding the PRS move this summer to the former Orchard Hill building. He noted that he will plan to request to bring in a moving company to be brought in under the state contract to assist. Also, he will be developing an RFP for a hazardous materials consultant to complete a survey analysis of both buildings in preparation for the abatement process. It is anticipated that the main bids for the project will be out in February 2019, with groundbreaking anticipated to be in April 2019. Dr. Carter noted her concern with the schedule specifically due to the fact that bids went out in November for the Orchard Hill building, with the groundbreaking taking place in February, further noting that this one is covering two buildings. Mr. Warrington and Ms. Kratz noted a couple of places in the schedule that could be tightened up. Mr. Warrington noted that Colliers will ensure that the FF&E packages go out earlier than was done with the Orchard Hill project, which was cause of the major concerns. Ms. Kratz noted her confidence with the schedule, noting that the amount of time to build is reasonable and would not have been agreed to by Gilbane if it were not achievable.

NEW BUSINESS

Discussion Regarding Contracting with Small and Minority Business Verification Specialist: Mr. Thomas requested that the discussion be tabled for another meeting. A motion was made by Mr. Thomas, seconded by Mr. O'Connell, to table the discussion. Motion passed unanimously. (6-0)

Discussion Regarding the Addition of Renderings to the Town Website: Mr. Montana suggested that the buildings' renderings be placed on the town's website in order to keep the town informed of the progress. Mrs. Walsh indicated that she would work with the town's IT staff to accomplish this task.

Update from Commissions Meeting: Mr. Montana noted that there was nothing new to report since the last meeting.

Discussion Regarding Finance Subcommittee: Mr. Warrington advised the commission that in other projects that are managed by Colliers, there are finance subcommittees to the public building commission in order to review invoices and pose questions prior to the monthly commission meetings. He suggested that if the commission was interested in adding this to the process that the subcommittee could meet at 6:00 just prior to the monthly 6:30 meetings. Members discussed ways by which to accomplish this while meeting the requirements of FOI for public meetings. Following the discussion, it was determined that the commission would continue as is, and revisit the topic as the project continues.

Approval of Invoices: Mr. Warrington reviewed the invoices, responded to commission member questions, and advised that Colliers endorses payment of the invoices presented. A motion was made by Mr. Beaulieu, seconded by Mr. O'Connell, to approve the following invoices in the amount of \$130,695.00 for the Orchard Hill project.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Gilbane Building Company	31	2/28/18	\$130,651.45
Colliers International	20551	2/28/18	\$43.60

Motion passed unanimously. (6-0)

Mr. Warrington presented invoices for payment for the Eli Terry project. A motion was made by Mrs. Kelley, seconded by Mr. O'Connell, to approve payment of the following invoices for the Eli Terry project in the amount of \$96,884.22.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Moser Pilon Nelson	20485	2/28/18	\$85,653.00
Colliers International	20550	2/28/18	\$4,802.22
McGivney, Kluger and Cook, P.C.	1200909	1/31/18	\$429.00
SES	2241	1/31/18	\$1,650.00
SES	2253	2/28/18	\$4,350.00

Motion passed unanimously. (6-0)

Mr. Warrington presented invoices for payment for the Philip R. Smith project. A motion was made by Mr. Thomas, seconded by Mr. O'Connell, to approve payment of the following invoices for the Philip R. Smith project in the amount of \$80,101.37.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Moser Pilon Nelson	20484	2/28/18	\$74,000.00
Colliers International	20552	2/28/18	\$4,022.37

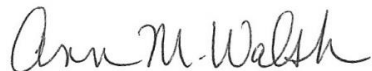
McGivney, Kluger and Cook, P.C.	1200909	1/31/18	\$429.00
SES	2242	1/31/18	\$1,650.00

Motion passed unanimously. (6-0)

Adjournment

On a motion made by Mrs. Kelley, seconded by Mr. O'Connell, the meeting was adjourned at 9:00 PM.
Motion passed unanimously. (6-0)

Respectfully submitted,



Ann M. Walsh, Clerk