

South Windsor Public Building Commission
Minutes – Regular Meeting September 12, 2018

A regular meeting of the Public Building Commission was held on September 12, 2018 at 6:30 PM at the Administrative Offices, 1737 Main Street, South Windsor. The following people were in attendance:

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

Member Absent: Matthew Beaulieu

Also Present: South Windsor Public Schools Representatives Dr. Kate Carter, Patrick Hankard & Doug Couture; Colliers International Representatives Mark Schweitzer & Chuck Warrington, Moser Pilon Nelson Representative Dave Symonds and Gilbane Representative Karrie Kratz

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 August 8, 2018 meeting. Motion passed. (5-0-1) Mr. Koboski abstained.

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

UNFINISHED BUSINESS

Discussion on Front Row Assisted Listening and Speaker System: Mr. Warrington advised that Doug Couture, Director of Technology, and his team have expressed an interest in installing the Front Row system. His team has researched the product and spoken with representatives and end users in other states and are comfortable with the recommendation. Mr. Couture explained that the Front Row system is a PA system, classroom audio system and assistive listening device. He advised the commission that every classroom in South Windsor has an assistive listening system and that the current system in the new Orchard Hill is problematic with poor quality for hearing impaired students. He noted that moving forward he is looking at a different system and the Juno system, made by Front Row, was highly recommended by the hearing impaired teacher. He advised that Moser Pilon Nelson's technology consultants agreed to the Front Row classroom speaker system, but were hesitant to recommend PA system because it was an IP-based system and they were more comfortable with a hard-wired system. He noted that he did not have any hesitation with utilizing the system for all three components. Mr. Warrington noted that this would be a sole sourced item, requiring approval from the state and indicated that there was a good chance that it would be approved. He cautioned that if the sole sourcing was not approved, the cost (approximately \$3,000 per classroom) would be ineligible for state reimbursement. Mr. Couture and Mr. Warrington responded to commission member questions regarding serviceability, safety enhancements with the audio system and the impact, if any, on the project schedule. At the October meeting the commission will be asked to vote on the sole sourcing of the system and in the meantime Mr. Couture will provide additional information and obtain additional references.

Orchard Hill Elementary School Project Update: Mr. Warrington provided an update on the Orchard Hill project, noting that there are miscellaneous landscaping items left to review and that, Taylor Gladding, Pat Hankard and Chuck Warrington will be meeting with the landscaper to address those outstanding items.

Commission members discussed the topic of bonding fees related to the Orchard Hill project in which the actual expense significantly exceeded the budgeted amount. Mr. Warrington noted that the \$200,000 budgeted was typical based on Colliers' experience with other towns, however noted that districts take different approaches to bonding. Members discussed their concern with the bonding fees, particularly related to the Eli Terry and PRS budgets and inquired whether they could get further clarity from the town as to how those fees are allocated and managed. The OH project was under budget, and while the project could absorb the additional expense, it was noted that those expenses could have been utilized to further enhance the building. The Eli Terry and PRS budgets are tight and the commission needs to know what the impact of the bonding fees could be on the project(s) to be able to plan accordingly. Although the town manager did attend a prior meeting and provided an explanation for the fees and the manner by which debt is financed, it was thought that further explanation would be helpful. The superintendent and commission members relayed their hope that a different bonding approach could be utilized in order to save the project(s) money so as to not have to value engineer anything out of the project.

Phase II PRS and ET Updates

Review of Working Group Meetings: Mr. Warrington advised that there was a working group meeting held to discuss technology matters; specifically the controls, outlets, and telephone jack placements. The Front Row system was reviewed. He also advised that Langan is currently performing Hazmat investigations and samplings at both schools and working on specifications for PRS for an early bid package for demolition and abatement. Mr. Symonds reported that on September 20 meetings were held with both schools' interior finishes committees to review potential interior finishes.

Planning and Zoning Meeting Update: Mr. Warrington reported on the recent Planning and Zoning commission public hearings noting that the hearing for Philip R. Smith was reopened and the design team will return in two weeks to address concerns raised. He advised that one of the major comments was the front lawn between the proposed school and Avery Street and the desire of some P&Z members to place a multi-purpose field for town usage in that area. Mr. Symonds displayed images of a proposed field; however noted that it would not be aesthetically pleasing. Commission members noted their objections to placing a multi-purpose field there and noted that if this was a desire of the town in future years, it could be revisited at that time.

Mr. Warrington and Mr. Symonds continued to provide a recap of the concerns raised. With regard to Philip R. Smith School, concerns were raised with regard to ample parking; parking lot lighting and the potential disruption to neighbors; maintenance of grounds and the desire to reduce some of the plantings; the desire to install a hardscape mow strip around the perimeter and to reduce the plantings in the parking lot islands. Commission members and the superintendent provided input into each of the issues raised and it was determined that a joint letter from the board of education and public building commission would be written to the Planning & Zoning Commission prior to its next hearing in order to outline their objections to the proposed changes and/or explanations related to the projects' designs.

With respect to Eli Terry School, concerns were raised regarding the proposed lighting, the bike path where students would be crossing, parking, the baseball fields, noise concerns related to the basketball court, and the interior courtyard materials and maintenance. Another point raised during the meeting was placing the Eli Terry building where the existing building is located. The commission members determined this would be problematic on many fronts. Mr. Montana reviewed each of the concerns raised and commission members and the superintendent provided input.

Dr. Carter reminded PBC members that a community informational session is scheduled for abutters of the PRS/ET properties on September 26 and a meeting for Eli Terry parents is scheduled for September 27, to which they were invited.

Schedule Update: Mr. Warrington reviewed the milestone schedule to date, noting that the next regular meeting was scheduled to be held on October 10; however, he suggested moving that meeting to October 17 in order to accommodate the delivery of the demo plans and specs which would require PBC approval. Following PBC approval, the specs will be placed on the October 23 BOE agenda for approval. A special joint meeting of the PBC and BOE will be scheduled for 7:00 PM on November 14, with the commission's regular meeting being held just prior to that at 6:30 PM. In November the design team will be reconciling the estimates. Estimate reconciliation will take place December 4/5 and on December 12 the reconciled estimate will be presented to the PBC. Mr. Warrington advised that he would be requesting final plan and estimate approval on January 7 from the PBC. On January 8 a special meeting of the Board of Education will be held to obtain its necessary approvals.

NEW BUSINESS

Discussion Regarding Contracting with Small and Minority Business Verification Specialist: Mr. Montana noted that he and Mr. Thomas discussed this several times and that Mr. Thomas will be taking it off the agenda and will monitor it over the next two schools, notifying the commission if issues arise.

Approval of Invoices: A motion was made by Mr. Koboski, seconded by Mr. O'Connell to approve the following invoices for the Eli Terry Elementary School in the amount of \$95,192.82. Mr. Warrington endorsed the payment of the invoices as presented.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Moser Pilon Nelson	20706	08/31/18	\$90,258.21
Colliers International	22547	08/31/18	\$4,471.31
Dzen Sheet Metal Contractors	S012458-IN	08/23/18	\$463.00

Motion passed unanimously. (5-0) Mr. Zimmerman was not available to vote.

A motion was made by Mrs. Kelley, seconded by Mr. Koboski to approve the following invoices for the Philip R. Smith Elementary School in the amount of \$127,456.73. Mr. Warrington endorsed the payment of the invoices as presented.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Moser Pilon Nelson	20707	08/31/18	\$77,967.31
Colliers International	22548	08/31/18	\$5,248.80
Langan	LCT55247	09/5/18	\$8,227.00
WB Meyer	120-000434	04/30/18	\$46.12
WB Meyer	120-01222	04/30/18	\$35,957.50

Motion passed unanimously. (5-0). Mr. Zimmerman was not available to vote.

Approval of Revised Quote for Computers: Mr. Warrington advised that the quote is for Orchard Hill to convert that POP and IPOP classrooms. The quote is for the charging ports for those classrooms. A motion was made by Mr. O'Connell, seconded by Mrs. Kelley to approve CDWG quote JZ XK432 dated August 17, 2018 in the amount of \$1,122.78. Motion passed unanimously. (5-0). Mr. Zimmerman was not available to vote.


Approval of RFP for Third Party Code Review: Mr. Warrington advised that Colliers was requesting a review of the projects, similar to what was done in the Orchard Hill project. The selection of a vendor will be made at the October 17 commission meeting. A motion was made by Mrs. Kelley, seconded by Mr. O'Connell to approve the advertisement of the Request for Proposal for the Independent Third Party Code Reviewer. Motion passed unanimously. (6-0)

Approval of RFP for Independent Third Party Structural Engineering Review: Similarly, Colliers is requesting an independent third party review. A motion was made by Mr. O'Connell, seconded by Mrs. Kelley to approve the advertisement for the Request for Proposal for the Independent Third Party Structural Engineering Review. Motion passed unanimously. (6-0)

Adjournment

On a motion made by Mr. Koboski, seconded by Mrs. Kelley, the meeting was adjourned at 9:30 PM. Motion passed unanimously. (6-0)

Respectfully submitted,

A handwritten signature in cursive script that reads "Ann M. Walsh".

Ann M. Walsh, Clerk