

**South Windsor Public Building Commission**  
**Minutes**  
**April 16, 2019**

A special meeting of the Public Building Commission was held on April 16, 2019 at 6:30 PM at the administrative offices, 1737 Main Street, South Windsor. The following people were in attendance:

Public Building Commission Members Present: Matthew Beaulieu, Matthew Montana, Carol Kelley, Edward O'Connell, Phil Koboski, Bernard Thomas (6:40) and Craig Zimmerman

Also Present: South Windsor Public Schools Representatives Dr. Kate Carter and Patrick Hankard; Colliers International Representative Chuck Warrington & Krishna Mistry, Moser Pilon Nelson Representative Hugh Pearson; and Gilbane Representative Marcus Brennan.

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

Approval of Previous Meeting Minutes: A motion was made by Mr. Koboski, seconded by Mr. O'Connell, to approve the minutes of the February 13, 2019 regular meeting as revised. Motion passed unanimously. (6-0)

A motion was made by Mrs. Kelley, seconded by Mr. O'Connell to approve the minutes of the March 13, 2019 regular meeting. Motion passed unanimously. (6-0)

Review of Correspondence/Communications and Comments from the public: None.

Update from the Superintendent: Dr. Carter thanked commission members for attending the Eli Terry Groundbreaking, noting that it was another great event and exciting day for Phase II. She also advised the commission that she would be presenting enrollment information to the Planning & Zoning Commission at a special meeting on April 30<sup>th</sup> at 7:00 PM at the Orchard Hill Elementary School. Pat Gallagher of Milone and MacBroom will be joining her and they will share a similar presentation to the one earlier in the year that had been presented to the board/pbc. Dr. Carter also shared that the *New England Journal of Real Estate* did a 12-page retrospective article on the 10-year plan, copies of which will be provided to commission members. She also noted that she and Mr. Hankard had been in discussions with SWPD to address traffic pattern concerns at Eli Terry Elementary School. An additional gravel parking lot has been added to alleviate some of the congestion. Dr. Carter also informed the commission that the Orchard Hill project has been selected as the 1<sup>st</sup> place winner of the 2019 CBC Project Team Award in the K-12 category. The award will be presented on the evening of June 11<sup>th</sup> at the Bond Room, Hartford and commission members are invited to attend. Mr. Brennan noted that this was a very big award for Gilbane and the team.

Old Business

Phase Two Eli Terry and Philip R. Smith Updates

PRS Construction Phase I Update: Mr. Brennan advised that PRS is now 100% gone and the entire site has been regraded. At the end of this week they will be prepping the foundations. He advised that they are on track to start construction on April 22<sup>nd</sup>.

Eli Terry Construction Status: Mr. Brennan advised that a temporary parking lot and parent drop off lot had been completed. They are planning to start the foundations on April 22<sup>nd</sup>.

Review of Revised Budgets for Eli Terry and Philip R. Smith: Mr. Warrington reported that as a result of bidding, there had been savings realized which have been redistributed. He provided an in-depth review of both projects' budgets. The most notable change is the addition of Alternate 1, additional classrooms, for each project. In addition, the FF&E budgets have been increased by \$300,000 in order to right size the budgets to keep in line with what was expended at Orchard Hill. Mr. Warrington responded to commission member questions. There was some discussion regarding the strategy for rebidding the "Misc. Specialties" package, and Mr. Brennan and Mr. Warrington provided their input in relation to that strategy. Mr. Warrington noted that the goal is to try to bid the packages out as competitively and advantageously as possible for the projects.

### New Business

Discussion Regarding Establishment of a Finance Subcommittee: Mr. Warrington recapped previous discussions reiterating his recommendation that the commission form a committee of 2-3 members who would have the authority to approve change orders and/or invoices up to a certain threshold on a case-by-case basis in order to keep the project schedules moving forward. Following some discussion, it was determined that the commission needed to consult with the Town Attorney before moving forward. It was also suggested that if more time was required in order to complete the commission's business that they may want to consider meeting twice a month.

### Approval of Invoices:

Orchard Hill Elementary School: A motion was made by Mr. Beaulieu, seconded by Mr. Koboski to approve HB Communications Invoice 90325456 dated July 26, 2018 in the amount of \$1,000.00. Motion passed unanimously. (7-0) This is the last invoice for the Orchard Hill Elementary School.

A motion was made by Mr. O'Connell, seconded by Mrs. Kelley, to approve the following invoices for the Eli Terry Elementary School in the amount of \$52,481.94. Colliers endorsed the payment of the invoices as presented.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Moser Pilon Nelson	22133	3/29/19	\$47,109.15
Colliers International	348	2/28/19	\$3,986.40
Hartford Courant	3973375000	1/31/19	\$77.98
Hartford Courant	4613050000	2/28/19	\$515.83
Hartford Courant	5257362000	3/31/19	\$792.59

Motion passed unanimously. (7-0)

A motion was made by Mr. Thomas, seconded by Mr. O'Connell, to approve the following invoices for Philip R. Smith Elementary School in the amount of \$467,673.66. Colliers endorsed the payment of the invoices presented.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Moser Pilon Nelson	22132	3/29/19	\$66,200.00
Gilbane	7	3/31/19	\$393,134.08
Colliers International	349	2/28/19	\$6,913.22
Hartford Courant	3973375000	1/31/19	\$77.97

Hartford Courant	4613050000	2/28/19	\$515.82
Hartford Courant	4613050000	3/31/19	\$832.57

Motion passed unanimously. (7-0)

Approval of Girard and Company LLC to perform as the Special Inspector Coordinator for Eli Terry and Philip R. Smith Elementary School: Mr. Warrington described the scope of services that Girard would provide to the project. He advised that there are special reports required by the state that are structural in nature. The special inspector will provide reports to the building official and fire marshal on a monthly basis and at the end of the project will complete a summary report of findings. Mr. Warrington responded to commission member questions and noted that Colliers recommended approval.

A motion was made by Mr. Thomas, seconded by Mr. Koboski to approve Girard and Company LLC to perform as Special Inspector for Eli Terry and Philip R. Smith Elementary Schools for \$15,000 per school. Motion passed unanimously. (7-0)

Approval of Welti Geotechnical, P.C. to perform geotechnical special inspections for Eli Terry and Philip R. Smith Elementary Schools. Welti will provide engineering services during construction including reviewing soils, related submittals and making site visits.

A motion was made by Mr. Thomas, seconded by Mr. O'Connell to approve Welti Geotechnical P.C, to perform geotechnical special inspector for Eli Terry Elementary School & Philip R. Smith Elementary School not to exceed \$4,000 per school. Motion passed unanimously. (7-0)

Approval of Design Professional Inc. proposal to draft water easement for Eli Terry Elementary School. Mr. Warrington advised that when they started planning for referendum, Design Professionals was requested to update the existing surveys of the property. At this time land surveying services are required in order to prepare for a water line easement for Eli Terry Elementary School. Mr. Warrington recommended that the commission hire Design Professionals to map out the easement on their behalf, as they were the originator of the survey. Mr. Warrington responded to commission member questions.

A motion was made by Mr. Thomas, seconded by Mrs. Kelley to approve Design Professional Inc. proposal to prepare water easement for the Eli Terry Elementary School for \$900. Motion passed unanimously. (7-0)

Approval of the Guaranteed Maximum Price Proposal for Eli Terry Elementary School. Mr. Warrington reviewed summary sheets for each of the projects which includes all bid packages and bids for Alternate #1, the additional classrooms. Both projects came in under the original construction budgets. Mr. Warrington recommended approval of the Gilbane's GMP for both projects. Mr. Warrington responded to commission member questions.

A motion was made by Mr. Thomas, seconded by Mr. O'Connell to approve Gilbane Building Company's Guaranteed Maximum Price Proposal for Eli Terry Elementary School in the amount of \$28,559,530 inclusive of Alternate 1. Motion passed unanimously. (7-0)

Approval of Guaranteed Maximum Price Proposal for Philip R. Smith Elementary School.

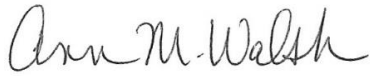
A motion was Mr. Koboski, seconded by Mrs. Kelley to approve Gilbane Building Company's Guaranteed Maximum Price Proposal for Philip R. Smith Elementary School in the amount of \$25,831,514 inclusive of Alternate 1. Motion passed unanimously. (7-0)

Adjournment

On a motion made by Mr. Thomas, seconded by Mr. O'Connell, the meeting was adjourned at 7:55 pm.

Motion passed unanimously (7-0)

Respectfully submitted,

A handwritten signature in cursive script that reads "Ann M. Walsh". The signature is written in dark ink and is positioned above the printed name.

Ann M. Walsh, Clerk