

**South Windsor Public Building
Commission
Minutes – Regular Meeting
February 10, 2016**

A regular meeting of the Public Building Commission was held on February 10, 2016 at 6:30 PM at the Administrative Office Building, 1737 Main Street. The following people were in attendance:

Members Present: Matthew Beaulieu, Carol Kelley, Phil Koboski, Charley Lyons, Matthew Montana, and Edward O'Connell

Also Present: SWPS Representatives Dr. Kate Carter and Patrick Hankard; Colliers International Representatives Chuck Warrington and Tom Reichardt; Drummey Rosane Anderson Representatives Jim Barrett and Angela Cahill and Gilbane Representative Nick Conti

Chairman Koboski called the meeting to order at 6:30 PM

Approval of Meeting Minutes:

On a motion made by Mrs. Kelley, seconded by Mr. O'Connell, the minutes of the January 13, 2016 regular meeting were approved. Motion passed unanimously.

On a motion made by Mrs. Kelley, seconded by Mr. O'Connell, the minutes of the January 28, 2016 special meeting were approved. Motion passed unanimously.

Review of Correspondence/Communications and Comments from the Public: No comments from the public.

Orchard Hill Elementary School Project Update: Mr. Warrington reviewed the project budget comparing the pre-bid budget to the budget with the finalized GMP. He noted that the total project budget amount has not changed since the start of the project and remains at \$33,521,000. He reviewed Colliers recommendations to realign budget line items that would be adjusted. Mr. Warrington responded to commission member questions regarding the budget and noted that he would email the budget to the commission.

Mr. Warrington reviewed the financial status report as of February 10, 2016 and the block control log that Colliers utilizes to track and manage the project budget. Mr. Warrington provided information regarding the manner by which Gilbane manages change orders, noting that any change order over \$5,000 requires permission from the PBC. He noted that changes under \$5,000 require notification, but not approval.

Review updated schedule: Mr. Warrington shared a new calendar format containing key dates moving forward. He advised the commission that he would provide them with the final version.

Discussion of Finance Subcommittee (FSC) and possible action to create FSC: Mr. Warrington introduced the topic of establishing a finance subcommittee of the PBC. The responsibility of the committee would be to review invoices and change orders prior to a commission meeting to provide

recommendations for approval. He noted that most of the jobs that Colliers manage utilize a finance subcommittee after the project enters the construction phase due to the volume of information contained in the invoices and change orders.

This would allow the design team to vet the detailed invoices and change orders with the committee and provide for a time savings at commission meetings so that the entire commission is not required to review invoices upwards of 150 pages. The commission may also choose to provide the subcommittee with the authority to approve change orders, up to a certain limit, in order to allow work to proceed when necessary. Mr. Conti noted that a detriment to any job is indecision and waiting on answers from commissions. Authorizing the subcommittee to act could assist in moving items along. It is thought that the committee would consist of PBC members, supported by Gilbane, Colliers and DRA as necessary.

Mr. Koboski suggested that commission members take the time to think this over and take a vote at its next meeting. Mr. Warrington noted that Colliers could provide information regarding how other towns handle the approval process for their finance committees. Mr. Koboski asked members to let him know if they are interested in serving on the committee.

Approval of Bid Alternates

Bid Alternate #5 Generator Upgrade: Mr. Conti reviewed the added features that would be provided with the proposed upgrade. Ms. Angela Cahill reviewed the generator's specifications in detail for the commission's consideration. Following discussion and guidance from DRA and Gilbane, and input from Mr. Hankard and Dr. Carter, it was determined that the expenditure would not provide a significant increase to the functionality of the generator and that the generator, as specified, was a robust system.

A motion was made by Mr. Montana, seconded by Mr. O'Connell to reject bid alternate #5 for generator upgrade in the amount of \$17,005. Motion passed unanimously.

Bid Alternate #14B Power Retractable Acoustical Walls: Mr. Conti provided background information on the acoustical wall and responded to questions from commission members and administration. Mr. Warrington noted that Collier's would not recommend installing the panel.

A motion was made by Mr. O'Connell, seconded by Mrs. Kelley, to reject bid alternate #14B for power retractable acoustical walls in the amount of \$262,206. Motion passed unanimously.

Opening of bids for Storm Water Management Plan Monitoring Services and possible award of contract:

Mr. Warrington opened and read the bids aloud:

1. Environmental Services, Inc., South Windsor, CT
Lump sum fee unit price basis: \$45,755.60
Hourly rate is \$82.00

In addition, he reviewed other services as outlined

2. New England Environmental, Inc., Amherst, MA
Lump sum \$57,960
Hourly rate \$95
In addition, he reviewed other services as outlined
3. Anchor Engineering Services, Glastonbury, CT
Lump sum \$19,800
Hourly rate \$88
In addition, he reviewed other services as outlined
4. LADA PC Land Planners, Simsbury, CT
Lump sum \$81,000
Hourly rate \$125
In addition, he reviewed other services as outlined

Mr. Warrington noted that the apparent low bidder was Anchor Engineering; however, given the disparity in the bid, he noted that Colliers will contact the vendor to confirm their price and verify their qualifications. The budgeted amount for the service is \$45,000-\$60,000. Mr. Warrington indicated that he would report his findings at the next meeting, noting that as the decision was timely, it may require a special meeting.

Approval of invoices: Mr. Warrington advised the commission that Colliers had reviewed all invoices and that they are all within contract and have been pre-approved.

On a motion made by Mr. O'Connell, seconded by Mr. Montana, the following invoice was approved:

- Invoice #5 from Gilbane Building Company dated 11/20/15 in the amount of \$13,077.
Motion passed unanimously.

On a motion made by Mr. O'Connell, seconded by Mrs. Kelley, the following invoice was approved:

- Invoice #6 from Gilbane Building Company dated 12/18/15 in the amount of \$13,080.
Motion passed unanimously.

On a motion made by Mrs. Kelley, seconded by Mr. O'Connell, the following invoice was approved:

- Invoice #14915 from SBS/Colliers dated 11/1/15 in the amount of \$6,962. Motion passed unanimously.

On a motion made by Mrs. Kelley, seconded by Mr. Beaulieu, the following invoice was approved:

- Invoice #15404 from SBS/Colliers dated 2/1/2016 in the amount of \$6,779. Motion passed unanimously.

On a motion made by Mr. Beaulieu, seconded by Mr. O'Connell, the following invoice was approved:

- Invoice #14 from Drummey Rosane Anderson dated 11/9/2015 in the amount of

\$76,802.67.

On a motion made by Mr. Beaulieu, seconded by Mr. O'Connell, the following invoice was approved:

- Invoice #17 from Drummey Rosane Anderson dated 2/3/2016 in the amount of \$39,352.69. Motion passed unanimously.

On a motion made by Mr. O'Connell, seconded by Mr. Beaulieu, the following invoice was approved:

- Invoice #1779 from Sustainable Engineering Solutions dated 1/31/2016 in the amount of \$600.00. Motion passed unanimously.

On a motion made by Mrs. Kelley, seconded by Mr. O'Connell, the following invoice was approved:

- Invoice #522789 from Murtha Cullina dated 1/19/2016 in the amount of \$1,776.00. Motion passed unanimously.

On a motion made by Mrs. Kelley, seconded by Mr. O'Connell, the following invoice was approved:

- Invoice#1 from Robert Schuch Engineering dated 1/29/2016 in the amount of \$2,000.00.

On a motion made by Mrs. Kelley, seconded by Mr. O'Connell, the meeting was adjourned at 8:10 PM.

Respectfully submitted,

Ann M. Walsh
Clerk