

**South Windsor  
Public Building Commission  
Minutes  
December 13, 2023**

A regular meeting of the Public Building Commission was held on December 13, 2023 at 6:30 PM at the Administrative Offices, 1737 Main Street. The following commission members were in attendance:

Public Building Commission Members Present: Matthew Montana, Edward O'Connell, Madhu Reddy, Kathy Daugherty, Miguel Proano and Corrine Bordua

Also Present: Dr. Kate Carter, Darrell Crowley (SWPS), Kate Turner (Colliers); Jim Barrett (DRA), Nick Conti, Taylor Crouse (Gilbane)

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

Approval of Previous Meeting Minutes: A motion was made by Mr. O'Connell, seconded by Mrs. Daugherty, to approve the minutes of the November 8, 2023 regular meeting. Motion passed unanimously. (6-0)

Review of Correspondence/Communications: Chairman Montana advised the board that Mr. Zimmerman resigned from the commission. In addition, Stephanie Dexter was appointed to serve on the commission.

Superintendent of Schools Report: Dr. Carter informed the commission that the board received an enrollment report from its demographers at the December 12<sup>th</sup> meeting and the presentation is on the board's website. She remarked that South Windsor continues to be an outlier and showing a disproportionate student growth as compared to town growth.

Approve PBC Schedule: A motion was made by Mrs. Bordua, seconded by Mrs. Daugherty, to approve the 2024 Public Building Commission meeting as presented. Motion passed unanimously. (6-0)

Parks & Recreation Department Office Relocation: Chairman Montana advised the commission that he attended a meeting including Kathy Daugherty, the Town Manager and Deputy Mayor to discuss the charge to find a new location for the recreation facilities. The town has decided that they would like the PBC look into overhauling the existing OH building. A special meeting of the PBC will be scheduled in January to discuss further with the Town Manager and the Parks & Recreation Director.

Phase 3 – Pleasant Valley – Old Business

OPM Report: Ms. Turner provided a summary of the past month's activities. Colliers is working on making sure that the punch list items are being completed and coordinating with faculty to identify any outstanding issues. All of the soils have been relocated and the grading is just about done. The upper area has been hydroseeded; however, the lower tier is showing some saturated soils which they are continuing to monitor. It was noted that the geology of the soil composition is very complex and does not drain well. Colliers is waiting to receive the as-builts from the town to ensure that the grading is correct, and once received will be working with the civil engineers with respect to the saturation. It is anticipated that there will be areas to be attended to by the contractor in the spring. In addition, Colliers is looking at replacement panels for the stairwell as the panels ordered have been deemed to be faulty. With regard to financials, the current contingency balance is \$256,000, including all change orders and

invoices to be presented this evening. There was a question as to whether additional trees would be planted on the site, to which it was explained that the current growing season had ended and that will need to be addressed in the spring. In addition, members were advised that after the landscape architect accepts the project as complete, in the spring, there is a one-year guarantee on the landscape.

Gilbane Building Company Update: Ms. Crouse advised that, as reported earlier, the grading is complete and they have hydroseeded all areas that could be done. Ms. Crouse noted that after the recent heavy rain, additional silt fencing was added to the slopes along Ellington Road to control run-off. As some of the hydroseeding has taken place, there will be additional fencing installed to keep the public from walking on those areas. Ms. Crouse provided additional images of the grading and fields work, noting that Gilbane had arranged for the landscaper to be on site Monday morning for cleanup, knowing how much rain was expected. The commission discussed the condition of the grading and areas that will need to be addressed potentially over the winter and into the spring. Ms. Crouse advised that Gilbane has a fulltime supervisor on site, and the landscapers will be on site tomorrow. DRA has been in discussions with DPI regarding areas of concern. There was a lengthy discussion regarding the additional costs that will be incurred for the site issues which are ultimately related to the timing for moving the soils.

Continuing with her report, Ms. Crouse advised that out of 2,045 punch list items, there are 35 open items, and one commissioning item is currently open out of 102. Ms. Crouse updated the commission on the FrontRow system issue, which was a global issue with a number of classrooms that were dropping audio and video. This was determined to be an HTML issue and the contractor has provided a no-cost solution. She described the details related to this solution. Following her report, Ms. Turner responded to commission member questions.

Architect Report: Mr. Barrett advised that back punch is underway, and there are meetings scheduled for the next two afternoons for review. He also provided the commission with samples of materials to change the stair railing on the Main Street stair connector to address a safety issue. A student was injured by the perforated metal covering. DRA has been in communications with the manufacturer to establish a safer option. It is estimated that the new option will take 6-8 weeks for fabrication, not accounting for installation. The proposed materials were passed to commission members for their input. With regard to outstanding FF&E matters, Mr. Barrett advised that DRA is working off a listing that Colliers developed and he shared the progress that is continuing to advance. Following his presentation, he responded to commission member questions.

### Phase 3 – New Business

Approval of Invoices: Ms. Turner reviewed the invoices for approval and responded to commission member questions. A motion was made by Mrs. Daugherty, seconded by Mr. O'Connell, to approve the following invoices for Pleasant Valley Elementary School in the amount of \$836,005.89.

**Building Committee Date: 12/13/2023**

(Where discrepancies exist between the amount shown on the cover sheet and the actual invoice, the invoice governs)

<b>INVOICES</b>			
<b>Company</b>	<b>Invoice No.</b>	<b>Date</b>	<b>Amount</b>
Gilbane	23	12/6/2023	\$ 793,401.86
Langan	604446	11/6/2023	\$ 5,830.00
Langan	604595	12/5/2023	\$ 1,450.00
Langan	604214	9/8/2023	\$ 1,017.50
Colliers	906131	12/8/2023	\$ 29,048.03
Tristate	TSMT12842	11/22/2023	\$ 861.50
Tristate	TSMT12942	11/22/2023	\$ 1,177.00
Weston & Sampson	9230924	9/15/2023	\$ 920.00
Weston & Sampson	10230927	10/13/2023	\$ 1,380.00
Weston & Sampson	11230924	11/10/2023	\$ 920.00

Total: \$ 836,005.89

Motion passed unanimously. (6-0)

FF& E Invoice Packet: Ms. Turner reviewed the FF&E invoices and responded to commission member questions. A motion was made by Mrs. Daugherty, seconded by Mrs. Bordua, to approve FF&E invoices in the amount of \$167,527.70.

**Building Committee Date: 12/13/2023**

(Where discrepancies exist between the amount shown on the cover sheet and the actual invoice, the invoice governs)

<b>INVOICES</b>			
<b>Company</b>	<b>Invoice No.</b>	<b>Date</b>	<b>Amount</b>
Follett	751591A	11/10/2023	\$ 613.96
C&C	398751-1	10/27/2023	\$ 3,579.52
Red Thread	925238	6/30/2023	\$ 112,320.08
Red Thread	92240	6/30/2023	\$ 1,000.84
Atlantic Computing	8081	7/19/2023	\$ 11,146.32
Atlantic Computing	8042	7/19/2023	\$ 3,398.40
HP/Digital Back Office	9017115694	2/2/2023	\$ 4,429.91
HP/Digital Back Office	9017296814	4/5/2023	\$ 152.83
HP/Digital Back Office	9017300306	4/6/2023	\$ 2,683.63
HP/Digital Back Office	9017301793	4/7/2023	\$ 12,360.00
HP/Digital Back Office	9017301794	4/7/2023	\$ 954.96
HP/Digital Back Office	9017340017	4/19/2023	\$ 13,035.00
HP/Digital Back Office	9017350075	4/22/2023	\$ 611.32
HP/Digital Back Office	9017357530	4/25/2023	\$ 89.90
Wenger	862533	11/17/2023	\$ 689.53
School Outfitters	INV14080170-R	11/15/2023	\$ 461.50

Total: \$ 167,527.70

Motion passed unanimously. (6-0)

Approval of Change Orders: Ms. Turner reviewed each change order in detail and responded to commission member questions. The commission discussed each item at length and the following motions were made.

CHANGE ORDERS		
OS/IS #	Description	Amount
182R1	Fire Alarm Adds per Fire Marshall	\$ 1,358.00
193	PR-126 Added Dock Leveler *Pending DRA Review	\$ 9,166.00
<del>194</del>	<del>PR-121 Technology Revisions *Pending DRA Review</del>	<del>\$ 39,042.00</del>
<del>195</del>	<del>PR-130 Owner Requested Revisions at Health Suite *Pending DRA Review</del>	<del>\$ 27,528.00</del>
196	Line Striping & Signage Modifications *Pending DRA Review	\$ 4,933.00
197	Unspent OA-7 Unforeseen Abatement Conditions	\$ (12,800.00)
198	Unspent OA-10 Surplus Topsoil	\$ (1,000.00)
TOTAL OF CHANGE ORDERS		\$ 68,227.00

A motion was made by Mrs. Daugherty, seconded by Mrs. Bordua to approve ATP 182R1, Fire Alarm Adds per Fire Marshal, for a total amount of \$1,358.00. Motion passed unanimously. (6-0)

A motion was made by Mrs. Daugherty, seconded by Mr. O'Connell, to approve ATP 193, Added Dock Leveler, for a total amount of \$9,166.00. Motion passed. (5-1-0). Mrs. Bordua was opposed.

A motion was made by Mrs. Daugherty, seconded by Mrs. Bordua to reject ATP 194, Technology Revisions, in the amount of \$39,042, to be brought back to the commission at a later date. Motion passed unanimously. (6-0)

A motion was made by Mrs. Daugherty, seconded by Mrs. Bordua to reject ATP 195, Owner Requested Revisions at Health Suite, in the amount of \$27,528. Motion passed unanimously. (6-0) listen

A motion was made by Mrs. Daugherty, seconded by Mr. O'Connell to approve ATP 196 Line Striping & Signage Modifications, in the amount of \$4,933.00. Motion passed unanimously. (6-0)

A motion was made by Mrs. Daugherty, seconded by Mrs. Bordua, to approve ATP 197, Unspent OA-7 Unforeseen Abatement Conditions, for a total credit of -\$12,800. Motion passed unanimously. (6-0)

A motion was made by Mrs. Daugherty, seconded by Mr. O'Connell, to approve ATP 198, Unspent OA-10 Surplus Topsoil, in the amount of -\$1,000. Motion passed unanimously. (6-0)

Approval of FF&E: Ms. Turner reviewed the FF&E quotes and responded to commission member questions. The commission discussed each item at length and made the following motions.

A motion was made by Mrs. Bordua, seconded by Mrs. Daugherty, to table the approval of RH Lord Quote for replacement kidney tables, in the amount of \$1,914.20 and return to the commission with another solution. Motion passed unanimously. (6-0)

A motion was made by Mrs. Daugherty, seconded by Mr. O'Connell, to approve Red Thread Quote for Principal/AP Credenza & Desk, in the amount of \$3,134.00. Motion passed (5-1-0) Mrs. Bordua was opposed.

A motion was made by Mrs. Daugherty, seconded by Mrs. Bordua, to approve Red Thread Quote for Student Record Files, in the amount of \$4,464.00 with the caveat that Red Thread issue a credit for the unusable record files. Motion passed unanimously. (6-0)

A motion was made by Mrs. Daugherty, seconded by Mr. Reddy, to approve RH Lord Quote for Media Center Shelving Modifications, in the amount of \$39,464.00. Motion passed. (5-0-1) Mrs. Bordua abstained.

A motion was made by Mrs. Bordua, seconded by Mrs. Daugherty, to table ME O'Brien Quote for Shade Devices at 2-5 playground, in the amount of \$10,225.00, until later in the project. Motion passed unanimously. (6-0)

A motion was made by Mrs. Bordua, seconded by Mrs. Daugherty to table ESC Quote for Additional IFP for Gym w/Mobile cart, in the amount of \$5,109.00, until later in the project. Motion passed unanimously. (6-0)

A motion was made by Mrs. Bordua, seconded by Mrs. Daugherty to reject Today's Classroom for Library Book Drop Bin, in the amount of \$865.29. No vote was taken. Mrs. Bordua withdrew her motion and Mrs. Daugherty withdrew her second.

A motion was made by Mrs. Daugherty, seconded by Mrs. Bordua, to table Today's Classroom for Library Book Drop Bin, in the amount of \$865.29, until later in the project. Motion passed unanimously. (6-0)

A motion was made by Mrs. Daugherty, seconded by Mrs. Bordua, to approve Really Good Stuff for Kidney Tables – SPED, Math Intervention, Reading Intervention, in the amount of \$5,920.93. Motion passed unanimously. (6-0)

A motion was made by Mrs. Daugherty, seconded by Mrs. Bordua, to table Lakeshore Quote for Pop Classroom Equipment, in the amount of \$6,413.23. No vote was taken. Mrs. Daugherty withdrew her motion and Mrs. Bordua withdrew her second as they were informed that the equipment was necessary for the educational program.

A motion was made by Mrs. Daugherty, seconded by Mr. O'Connell, to approve Lakeshore Quote for Pop Classroom Equipment, in the amount of \$6,413.23. Motion passed unanimously. (6-0)

**Building Committee Date: 12/13/2023**

QUOTES AND/OR BIDS		
Company	Quote	Amount
RH Lord	Replacement Tables 161 <b>Tabled - What else can tables be used for?</b>	1,914.20
Red Thread	Principal/AP Credenza & Desk	\$ 3,134.00
Red Thread	Bookcases/Storage, (3) Task Chairs for ML Program	
Red Thread	Student Record Files	\$ 4,464.30
RH Lord	Media Center Shelving Modifications	\$ 39,464.00
ME O'Brien	Shade Devices @ 2-5 Playground <b>tabled until later</b>	\$ 10,225.00
ESC	Additional IFP for Gym w/ Mobile Cart <b>tabled until later</b>	\$ 5,109.00
Today's Classroom	Library Book Drop Bin <b>tabled until later</b>	\$ 865.29
Really Good Stuff	Kidney Tables - SPED, Math Intervention, Reading Intervention	\$ 5,920.93
Lakeshore	Pop Classroom Equipment	\$ 6,413.32
		Total: \$ 77,510.04

## Adjournment

A motion was made by Mrs. Daugherty, seconded by Mrs. Bordua, to adjourn the meeting at 9:00 PM.  
Motion passed unanimously. (6-0)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Ann M. Walsh".

Ann M. Walsh, Clerk