

**South Windsor
Public Building Commission
Minutes
January 10, 2024**

A regular meeting of the Public Building Commission was held on January 10, 2024 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, Kathy Daugherty, Miguel Proano, Stephanie Dexter and Corrine Bordua

Member Absent: Madhu Reddy

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

Chairman Montana called the meeting to order at 6:30 PM, and welcomed Stephanie Dexter to the commission.

Election of Officers: A motion was made by Mrs. Daugherty, seconded by Mr. Proano, to nominate Matthew Montana to serve as Chairman of the Public Building Commission. Motion passed unanimously (6-0)

A motion was made by Mrs. Dexter, seconded by Mr. Proano to nominate Kathy Daugherty to serve as Vice Chair of the Public Building Commission. Motion passed unanimously. (6-0)

Approval of Previous Meeting Minutes: A motion was made by Mrs. Bordua, seconded by Mrs. Daugherty, to approve the minutes of the December 13, 2023 regular meeting. Motion passed unanimously. (6-0)

Review of Correspondence/Communications: No communications were received.

Superintendent of Schools Report: Dr. Carter welcomed Stephanie Dexter to the commission, and advised the commission that she is presenting the Superintendent's proposed budget to the Board of Education on January 23rd noting that increasing enrollment is a significant part of the presentation.

Parks & Recreation Department Office Relocation: Chairman Montana thanked commission members who attended the special meeting regarding the parks and recreation department relocation. He advised that Colliers Project Leaders has developed a proposal for the commission and town's consideration, to prepare an RFP for a facilities assessment of the former Orchard Hill Elementary School. The proposal includes drafting an RFP and assisting in the selection process of a firm to perform the required services. As this item was not included on the agenda, Chairman Montana requested a motion.

A motion was made by Mrs. Daugherty, seconded by Mr. Proano, to add Discussion of Colliers Proposal to Item #10 on the agenda. Motion passed unanimously. (6-0)

Phase 2 New Business

Approval of Invoices: A motion was made by Mrs. Daugherty, seconded by Mr. Proano, to approve Colliers Invoice #913376 in the amount of \$1,800.00. Motion passed unanimously. (6-0)

Phase 3 – Pleasant Valley – Old Business

OPM Report: Ms. Turner advised that the state change order process is wrapping up for Phase II schools (Eli Terry & Philip R. Smith). Colliers continues to track close out and punch list items for Pleasant Valley. She reported that the toilets were not able to be replaced over the winter break, and they are now targeting spring break. The work on the Stair 5 panel continues and Colliers is working with the manufacturer to complete. The FF&E close out is moving along. With regard to site grading, Colliers is waiting to receive the final A2 survey in order to solve the drainage concerns on the lower field. Currently the project balance stands at \$224,000 inclusive of all invoices, change orders and FF&E quotes being presented later in the meeting. The storage shed building is currently in the permitting process with the town. Following her report, Ms. Turner responded to commission member questions.

Chairman Montana noted that the commission had approved funds to move forward with the design of the cellphone repeater project, and inquired as to the status. Mr. Crowley advised that the vendor designed the project, it was reviewed by IT Director, Doug Couture, and the project is underway. He described the scope of the project and the work completed to date.

Gilbane Building Company Update: Ms. Crouse reported on Gilbane's recent activities, including remaining punch list items, of which there are under 30. Gilbane is processing the final paperwork related to the high -performance building status. In addition, they are focusing on erosion and sediment control around Ellington Road. She reported that while they are seeing less issues, they are still chasing sediment and performing cleanup. Work on the storage shed will take place in March. The kindergarten toilets will be swapped out over February break. The work on Stair 5 is being targeted for April break. In the spring, crews will return to the site to wrap up landscaping. Gilbane is expecting the Phase II As-Builts from the Town by the end of the week, after which DPI will review to confirm that the grades are what they designed. Following her report, Ms. Crouse responded to commission member questions.

Architect Report: Mr. Barrett reported on DRA's activities, noting that the Stair 5 work is at the top of their list and that they are working with the manufacturer. 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 Mr. Proano, seconded by Mr. O'Connell, to approve the following invoices for Pleasant Valley Elementary School in the amount of \$380,957.43. Motion passed unanimously. (6-0)

Company	Invoice No.	Date	Amount
Gilbane	24	1/2/2024	\$ 370,311.13
SES	4262	12/27/2023	\$ 2,600.00
Colliers	913361	1/8/2024	\$ 5,956.30
Tristate	TSMT13029	12/29/2023	\$ 1,170.00
Weston & Sampson	12230948	12/8/2023	\$ 920.00

Total: \$ 380,957.43

FF& E Invoice Packet: Ms. Turner reviewed the FF&E invoice packet and responded to commission member questions. A motion was made by Mrs. Bordua, seconded by Mr. O'Connell, to approve FF&E invoices in the amount of \$198,646.95. Motion passed unanimously. (6-0)

Company	Invoice No.	Date	Amount
Follett	644145	8/10/2023	\$ 156,353.42
RH Lord	35030-2	7/13/2023	\$ 789.60
Kaplan	6625240	8/22/2023	\$ 124.46
Marcus Communications	86394	11/3/2023	\$ 16,781.22
Really Good Stuff	8401303	12/5/2023	\$ 5,920.93
Atlantic Computing	7950	3/24/2023	\$ 129.00
Atlantic Computing	7967	4/11/2023	\$ 12,135.00
Lakeshore	764529121223	12/12/2023	\$ 6,413.32
			Total: \$ 198,646.95

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.

A motion was made by Mrs. Daugherty, seconded by Mrs. Bordua, to approve ATP 187 Add Hold Opens at Kitchen Door, in the amount of \$731.00. Motion passed unanimously. (6-0)

A motion was made by Mrs. Daugherty, seconded by Mr. O'Connell, to approve ATP 193R1 Dock Leveler for a total cost of \$10,456.00. Motion passed (5-1-0). Mrs. Bordua was opposed.

A motion was made by Mrs. Daugherty, seconded by Mrs. Dexter, to approve ATP 194 Technology Revisions, in the amount of \$39,042.00. Motion passed (5-1-0). Mr. Proano was opposed.

A motion was made by Mrs. Daugherty, seconded by Mr. Proano, to table ATP 199 Stair 5-Temporary Protections in the amount of \$3,123.00. Motion passed unanimously. (6-0)

A motion was made by Mrs. Dexter, seconded by Mr. O'Connell, to approve ATP 200 Additional Bituminous Curb at Ellington Road per CT DOT in the amount of \$1,622.00. Motion passed unanimously. (6-0)

A motion was made by Mrs. Daugherty, seconded by Mr. O'Connell, to approve ATP 201 Misc. Owner Requests Excluding Casework in the amount of \$2,433.00. Motion failed. (3-3)

A motion was made by Mrs. Bordua, seconded by Mr. Proano, to revisit ATP 201 at the next regular meeting. Motion passed unanimously. (6-0)

A motion was made by Mrs. Bordua, seconded by Mrs. Daugherty, to approve a portion of ATP 202 for a total of \$11,824 to address the height of Pre-K countertops to make them handicapped accessible. Motion passed unanimously. (6-0)

A motion was made by Mrs. Bordua, seconded by Mr. Proano, to table a portion of ATP 202 in the amount of \$17,582 related to wall cabinets until the next regular meeting. 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. Daugherty, seconded by Mrs. Dexter to approve Red Thread quote for Kindergarten Chairs in the amount of \$1,051.20. Motion passed unanimously. (6-0)

A motion was made by Mrs. Daugherty, seconded by Mrs. Bordua, to table Red Thread quote for student record files in the amount of \$4,464.30. Motion passed unanimously. (6-0)

A motion was made by Mrs. Daugherty, seconded by Mr. O'Connell, to approve Marcus Communications quote for base station external antenna, in the amount of \$1,631.23. Motion passed unanimously. (6-0)

A motion was made by Mr. Proano, seconded by Mrs. Daugherty, to approve Hillyard quote for a window washer in the amount of \$4,165.20. Motion passed (4-2-0) Mrs. Bordua and Mr. Montana were opposed.

QUOTES AND/OR BIDS		
Company	Quote	Amount
Red Thread	Kindergarten Chairs	\$ 1,051.20
Tabled Red Thread	Student Record Files *	\$ 4,464.30
ESC	Additional IFP for Gym w/ Mobile Cart	\$ 6,109.00
Marcus Communications	Base Station - External Antenna	\$ 1,631.23
Hillyard	Window Washer	\$ 4,165.20

Discussion of Colliers Proposal: Chairman Montana advised that Colliers Project Leaders presented a proposal to draft an RFP for architectural services to prepare a facilities condition assessment of the former Orchard Hill School to determine the feasibility of that building being utilized as a parks and recreation facility. Chairman Montana reviewed the scope of services that would be provided by Colliers and indicated that following the commission's approval, the proposal would go before the Town Council.

A motion was made by Mr. Proano, seconded by Mrs. Daugherty, to approve Colliers Project Leaders' in the amount of \$5,790 and to forward the same to the Town Council for its consideration. Motion passed unanimously. (6-0)

Adjournment

A motion was made by Mr. O'Connell, seconded by Mrs. Daugherty, to adjourn the meeting at 8:55 PM. Motion passed unanimously. (6-0)

Respectfully submitted,



Ann M. Walsh, Clerk