

**South Windsor Public Building Commission
Minutes – Regular Meeting February 14, 2018**

A regular meeting of the Public Building Commission was held on February 14, 2018 at 6:30 PM at the Administrative Offices, 1737 Main Street, South Windsor. The following people were in attendance:

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

Member Absent: Matthew Beaulieu

Also Present: Dr. Kate Carter, Doug Couture and Patrick Hankard (SWPS); Charles Warrington (Colliers); Hugh Pearson and Dave Symonds (Moser Pilon Nelson); Karrie Kratz, and Nick Conti (Gilbane); Angela Cahill (DRA); Scott Sullivan and Kevin King (CES); and Town Council Liaison Andy Paterna.

Vice Chairman Carol Kelley called the meeting to order at 6:30 PM.

Election of Officers:

Mrs. Kelley called for nominations for Chairman. Mr. Thomas nominated Mr. Montana to serve as Chairman. There were no further nominations. Mrs. Walsh called the roll and Mr. Montana's nomination was unanimously supported.

Mr. Montana called for nominations for Vice Chairman. Mr. Thomas nominated Mr. O'Connell to serve as Vice Chairman. There were no further nominations. Mrs. Walsh called the roll and Mr. O'Connell's nomination was unanimously supported.

Approval of Minutes: A motion was made by Mrs. Kelley, seconded by Mr. Montana, to approve the minutes of the January 17, 2018 meeting. Motion passed (6-0).

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

Follow-up Discussion of Classroom Sound System Issues: Mr. Warrington recapped the technical issues that were first brought to the attention of the commission in December related to the sound systems in the OH classrooms. He advised that the Extron device that was installed pursuant to the specifications and the design documents is not performing as intended as it does not de-embed the audio to the speakers in the classroom. While multiple solutions have been explored to work around the issue, there currently is no acceptable long-term permanent solution. He noted that there are two potential solutions that are being brought before the commission for its consideration. Mr. Warrington reviewed the proposed long-term solutions and he, Doug Couture (the district's IT Director), CES (the contractor), DRA and Gilbane responded to commission member questions.

Mr. Couture provided an explanation of the issues that he is experiencing and explained that according to the specifications, the Extron unit was supposed to de-embed the audio and that it does not.

In response to a question regarding recourse to go back to the manufacturer of the equipment, Mr. Warrington noted that the model that was installed is the model that was specified by the design team during schematic design, so that it would not be possible to go back to the manufacturer. When pressed regarding where the responsibility lies for the difficulty, Mr. Warrington stated that in reviewing the wiring

arrangements and specifications, it appears to be an error in the specification of the unit on the part of the design team, which is why they were brought in to discuss with the commission.

Mr. King of CES described the design process, noting that it was never clearly presented that the owner wanted to have the audio de-embedded from the receiver and that they were not made aware of that during construction. In addition, he noted that CES did not receive further challenges from the owner. Mrs. Cahill of DRA also stated that prior to Mr. Couture's arrival, the design was presented to the working group and that the system was installed in accordance with the design documents. She noted that DRA had 3SI on board for the FF&E and they offered that the audio could go through the projector which is the way it was installed.

Mr. Conti provided several possible solutions that had been researched and the commission, together with CES and Mr. Couture, determined that in order to ensure that a permanent solution was found, there would be two mock-ups of classrooms with two different options. The two mock-ups would be to replace the existing DTP unit with a DTP2 unit that will be capable of de-embedding the audio as well as Option B in CES Bulletin Number 38, removing the existing Extron DTP system and replacing it with HDMI cabling from input to projector location, providing an Extron audio de-embedder at the projector. Once the proper solution has been determined, it will be brought back to the commission for approval.

Superintendent's Update: Dr. Carter advised that since the last meeting the board of education was made aware of the move of the pre-k program to Timothy Edwards Middle School. Dr. Carter also met with the pre-k parents and has informed all stakeholders of the impending move. She noted that while parents were disappointed, they understood the need for the move once they learned of the complexity of the situation. She advised that the current first grade will likely move into the pre-k classes at OH, keeping kindergarten students in their current space. In response to a question posed by Mr. Montana, Dr. Carter advised that the expenses associated with TEMS reconfiguration will be financed through the board's operating budget.

UNFINISHED BUSINESS

Orchard Hill Elementary School Project Update

Review of Updated Project Budget: Mr. Warrington reviewed the OH project budget noting that of the \$33,521,700 budget, \$31,350,600 had been expended to date, with available funds remaining of \$732,480, which includes the anticipated remaining \$566,000 CM contingency. He noted that the contingency numbers from Gilbane will continue to increase as Gilbane closes out its contracts. He noted that he and Patty Perry met with the State of CT OSCGR regarding finances, noting that the town will not receive additional reimbursement from the state until the state audit is complete. In response to a question posed by Mr. Zimmerman, Mr. Warrington noted that once all contracts have been closed, he anticipates that there will be a remaining balance of \$1.2M. Mr. Warrington noted that in meetings with the state of CT, they reference this project as the "gold standard" for projects, noting that to be under budget by 3% is unheard of. Mr. Montana reminded the commission of the sacrifices to the project, with the elimination of the medically fragile program as well as numerous alternates. Mr. Warrington attributed some of the success of the project to the favorable bidding climate, noting his hope that that climate remains for the next two projects. Mr. Warrington also reviewed the financial status of the Eli Terry and Philip R. Smith projects, which are on budget and responded to commission member questions.

Review of Punch List: Mr. Conti reviewed the punch list items noting that there are still a couple of issues with fabric being left in the catch basins, the sidewalk ramp replacement will be held off until the

spring, and that the commissioning items are complete. He noted that there continue to be issues with microphones in the classrooms and that there is now a work around that has been confirmed by the district's IT department. In addition, several items that were open related to the elevator have been corrected. Contracts continue to be closed and Gilbane expects that by the end of February there will be 4-5 contracts left to be closed.

Review of Updated CM Contingency Expenditures: Mr. Conti noted that there had been no changes since the last report of the CM contingency.

Phase Two (Eli Terry and Philip R. Smith) Updates: Mr. Symonds provided an update on the Eli Terry and Philip R. Smith projects, noting that two weeks ago MPN had a meeting with the working group, including principals, to review all program elements and fine-tune the spaces within the building. This morning the Town Planner and Town Engineer attended a working group meeting spending time reviewing the site plans. He referenced key dates coming up, noting that on March 14 there will be a joint meeting of the PBC and BOE to review the plan and design of the building. On March 28 Moser Pilon Nelson will meet with the Planning & Zoning Commission, together with the Architectural Design Review Committee, to review the site and design and get their comments. He expected that in June they would be looking to start the approval process.

Design Status by Moser Pilon Nelson: Mr. Symonds noted that during the design development phase the design team will be refining the plan, exterior elevations and looking to refine details around the building including roofs, windows and exterior materials. At the end of next week Moser Pilon Nelson will be meeting with educators in groupings of grade levels to gather their input. He reviewed images of the current work with the design, changes to the layout of Philip R. Smith and early furniture layouts. Mr. Symonds and Mr. Pearson responded to commission member questions.

Mr. Zimmerman noted that he was encouraged by the early opportunity for the board to view the plans. He questioned whether a listing of the top ten "lessons learned" from the OH project could be compiled for the commission.

NEW BUSINESS

Discussion Regarding Contracting with Small and Minority Business Verification Specialist: Mr. Thomas noted his desire to contract with a firm to monitor compliance with the CHRO small and minority business set asides for the Eli Terry and Philip R. Smith projects. He explained his reasoning for this request, noting that the PBC and town could be at risk if the requirements were not met. In response to a question posed by Mr. Zimmerman as to whether there was a problem with the Orchard Hill project, Mr. Thomas stated that for the most part it was a problem. He noted that of the 23 contracts for the project, only three were approved and three were exempt, with the remaining contracts not being reviewed within the mandated 120 days. Mr. Warrington stated that the review of the set-aside requirements is a CHRO function, however, the department is understaffed. Mr. Thomas continued stating his belief that it was an issue with the Orchard Hill project, relaying that his experience has been that when money goes down the chain, anything can happen, especially with the subcontractors and their subcontractors. He noted that there is a need to make certain that the contractors truly understand the requirements and that neither the owner's representative nor the construction manager would have the time to monitor adherence. He stated his belief that hiring a "watchdog" in this regard would protect the commission and the town. Responding to a question regarding whether there should be a review of the OH project, Mr. Thomas stated his desire to move forward with these two projects rather than going back. Ms. Kratz also noted that it would be difficult to audit a "good faith" effort, indicating that according to Gilbane's records, the requirements were met.

Mr. Warrington described the set-aside requirements and noted that the construction manager is responsible for putting together the bid package and meeting with CHRO, which was done for the Orchard Hill project. He also noted that as this requirement came out after Gilbane's contract was signed, the commission did approve a change order for the administrative costs for this portion of their services. Ms. Kratz explained that in the Orchard Hill project Gilbane met the 25% set-aside requirements for the state-funded portion of that project. She described Gilbane's process for meeting those requirements, noting that subcontractors have a signed contract and provided affidavits certifying their compliance, and that the contractors certify that they met the MBE, SBE, WBE and BBE in order to close out their contracts. She indicated that all of those affidavits are available for the commission's review within Gilbane's invoicing. She noted that the required set-asides can certainly exceed the state requirements as directed by either the commission or the town and that if the set-asides were less than the goal of the Town of South Windsor, then that could be an issue.

Responding to questions regarding pricing for these services, Ms. Kratz stated that she could check with the city of New Haven and Mr. Thomas indicated that he could check with the city of Hartford. Following additional discussion, it was determined that the commission would review the matter at an upcoming meeting once a dollar figure could be provided. If the services were to be contracted, Mr. Warrington indicated that the commission would have to go out to bid in September or October. In addition, once the commission is made aware of the cost, Mr. Montana suggested that the decision be discussed with the Town Manager.

Outcome of Boards and Commissions Roundtable Meeting: Mr. Koboski advised the commission that Matt Galligan held a meeting of all chairmen and vice chairmen of boards and commissions, the main focus of which was an issue with obtaining a quorum at certain meetings. At that meeting, Mr. Galligan relayed that the largest voting block of residents is unaffiliated, and that party affiliations were dropping steadily. It was proposed that committees be built with a set number of republicans, democrats and nonaffiliated residents. The nonaffiliated groups would come before a review group and be interviewed for whichever board/commission that they are interested in serving. It is thought this would draw from more people in town as well as bring in younger people to participate on the boards/commissions. He noted that there will be a follow-up conversation.

In addition, he advised the commission that the Mayor has developed a transparency task force to improve communication throughout town. As part of that effort, the Mayor is requesting the PBC to consider broadcasting its meetings live, as does the council and board of education. If the commission were in agreement, the meetings would move to either Town Council Chambers or TEMS Alt 6. Commission members discussed the possibility; however, it was determined that it would be a difficult meeting to have a live broadcast. Some members voiced their concern that having the meeting broadcast live might hinder its effectiveness as a group. Mr. Montana suggested that another avenue for transparency would be to share renderings and documents on the town's website. Another suggestion was made to have the commission present information to the Town Council and Board of Education at their regularly scheduled broadcast meetings.

Approval of Invoices: Mr. Warrington reviewed the invoices, responded to commission member questions, and advised that Colliers endorses payment of the invoices presented. A motion was made by Mr. Koboski, seconded by Mr. O'Connell, to approve the following invoices in the amount of \$241,371.37 for the Orchard Hill project.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Gilbane Building Company	30	1/31/18	\$203,228.13
Colliers International	20200	1/31/18	\$68.60
Venture Products Inc.	V11102068	11/30/17	\$27,453.69
Insalco	7186	1/24/18	\$2,052.00
W.B. Mason	WBORCHHILL 17200033-00-2	11/1/17	\$3,568.95
Sustainable Engineering Solutions, LLC	2214	1/5/18	\$5,000.00

Motion passed unanimously. (6-0)

Mr. Warrington presented invoices for payment for the Eli Terry project. A motion was made by Mrs. Kelley, seconded by Mr. O'Connell, to approve payment of the following invoices for the Eli Terry project in the amount of \$33,424.67.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Moser Pilon Nelson	20461	1/31/18	\$25,695.90
Colliers International	20199	1/31/18	\$7,728.77

Motion passed unanimously. (6-0)

Mr. Warrington presented invoices for payment for the Philip R. Smith project. A motion was made by Mr. O'Connell, seconded by Mr. Thomas, to approve payment of the following invoices for the Philip R. Smith project in the amount of \$31,361.64.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Moser Pilon Nelson	20381	1/31/18	\$22,200.00
Colliers International	20201	1/31/18	\$9,161.64

Motion passed unanimously. (6-0)

Approval of Change Order for Sound System Modifications: A motion was made by Mr. Thomas, seconded by Mr. Koboski, to approve the change order for the sound system modification as agreed upon earlier in the meeting with Option B not to exceed \$3,500 as well as the DTP2 option not to exceed \$1,500. Motion passed unanimously. (6-0)

Approval of FF&E Quotes: Mr. Warrington explained that with increasing enrollment and the move of the POP and IPOP programs to Timothy Edwards Middle School, there were furniture and equipment needs at Orchard Hill. He met with Mr. Couture, Mr. Tortora and Dr. Carter to determine the needs for the projected enrollment. Mr. Warrington reviewed the quotes that were being presented for approval totaling \$45,601.06. A motion was made by Mr. O'Connell, seconded by Mr. Thomas to approve the FF&E quotes as presented below in the amount of \$45,601.06. Motion passed unanimously (6-0)

<u>Company</u>	<u>Quote No.</u>	<u>Date</u>	<u>Amount</u>
Robert H. Lord	33135A	2/12/18	\$26,841.56
HP Inc	12052984	2/1/18	\$11,040.00
Union Office Interiors	59687	2/8/18	\$1,705.00
Red Thread	693499	2/7/18	\$2,668.50

CDW-G	JNTS016	2/6/18	\$1,000.00
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Adjournment

On a motion made by Mrs. Kelley, seconded by Mr. O'Connell, the meeting was adjourned at 8:50 PM.
Motion passed unanimously. (6-0)

Respectfully submitted,

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

Ann M. Walsh, Clerk