

**South Windsor
Public Building Commission
Minutes
February 14, 2024**

A regular meeting of the Public Building Commission was held on February 14, 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, , Kathy Daugherty, Miguel Proano, Stephanie Dexter, Madhu Reddy and Town Council Liaison, Richard Balboni

Member Absent: Corrine Bordua, Edward O'Connell, Miguel Proano

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

Chairman Montana called the meeting to order at 6:32 PM.

Approval of Previous Meeting Minutes: A motion was made by Mrs. Daugherty, seconded by Mrs. Dexter, to approve the minutes of the January 10, 2024 regular meeting. Motion passed unanimously. (4-0)

Review of Correspondence/Communications: No communications were received.

Parks & Recreation Department Office Relocation: Chairman Montana reported that last Monday PBC members and Chuck Warrington attended the Town Council meeting to review Colliers' proposal to develop an RFP for the selection of an architect to review the viability of the former Orchard Hill Elementary School. Mr. Warrington advised the commission that given the town's purchasing guidelines had been raised to \$25,000, the RFP process was not necessary, rather they were required to solicit three or more proposals. Proposals were received from QA&M Architecture and SP&A Architecture. DRA was approached, however, due to the timing and the projects already on their roster, they were not able to submit proposal. Mr. Warrington reviewed the proposed budget for the completion of the work which would include \$25,000 for the architect, \$15,000 for the Owner's Representative, and an additional \$20,000 contingency line, in the event further investigations are warranted. Chairman Montana requested that an agenda item be added in order to act on the submissions.

A motion was made by Mrs. Daugherty, seconded by Mrs. Dexter to add agenda item 5a: Approval of the plan for the Parks & Recreation building to be brought forward to the Town Council. Motion passed unanimously. (4-0)

Approval of the plan for the Parks & Recreation building to be brought forward to the Town Council: Commission members reviewed the two proposals in depth and discussed pricing. Collier's provided their input regarding the selection and which company would provide the best service and deliverables for the cost. Following the review, the following motion was made:

A motion was made by Mrs. Dexter, seconded by Mr. Reddy to approve Quisenberry Arcari Malik (QA&M) Architect to perform Program Assessment & Conceptual Design for Conversion of Old Orchard Hill Elementary to a Community/Recreation Center. Motion passed unanimously. (4-0)

A motion was made by Mrs. Daugherty, seconded by Mrs. Dexter to approve Colliers Project Leaders to serve as Owner's Representative for the Parks & Recreation facility for an amount not to exceed \$15,000. Motion passed unanimously. (4-0)

A motion was made by Mrs. Daugherty, seconded by Mr. Reddy to approve a \$20,000 contingency fund to be used as necessary as the commission reviews the Parks & Recreation facility. Motion passed unanimously. (4-0)

These motions will be forwarded to the Town Manager for inclusion on an upcoming Town Council agenda.

Phase 3 – Pleasant Valley – Old Business

OPM Report: Ms. Turner updated the commission on Colliers' activities since the last meeting. Several of the items remaining outstanding will be completed over February break. The next state change order will be submitted in the near future. She advised that the state is still very backlogged on the project's change orders and this could cause an issue with close out. Colliers is tracking the additional furniture that was ordered as it is being delivered. With regard to the storage shed, P&Z has reviewed the documents and Colliers is awaiting permitting. A change order that is being presented this evening is the result of their review. Modifications were requested for vertical siding, as well as window enhancements. She advised that there continue to be site drainage issues on the lower field, which will be addressed in the spring. With regard to the railing at Stair 5, Colliers received confirmation that the manufacturer will cover the cost of the replacement panels, but is not willing to cover the installation costs. Colliers will continue its discussions with them.

With regard to the A2 survey to determine that the site grades are as designed, Ms. Crouse advised that they were received incomplete and Gilbane is waiting for the complete survey results and will coordinate with DRA and its engineer. Mr. Crowley raised an issue that is causing difficulties located between the kindergarten playground and the basketball courts that needs to be addressed due to the poor condition of the surface in that area. Colliers recommended adding pervious pavement to that area and will investigate further with the team.

With regard to financials, the current project balance is \$133,000. Ms. Turner reviewed the contingency log in detail and responded to commission member questions.

Gilbane Building Company Update: Ms. Turner advised that Gilbane continues to work on close out items and expect to release some of the final retainages at next month's meeting. Over February break Gilbane will be addressing several items while students are out of the building; including, the toilets in the Kindergarten classrooms, raising the sink in the Medically Fragile room and other miscellaneous items. Currently there are 30-40 punch list items, the majority of which are interior and will be taken care of in February. The remaining exterior items will be addressed in the spring. The replacement of the Stair 5 panels are expected to take place during April break. Gilbane's contingency currently stands at \$250,000 and they are continually reviewing. Gilbane is waiting for the storage shed permit to be issued by P&Z and are looking to get the foundation poured as soon as possible so as to avoid a cost overage. The cement contractor is holding its initial pricing until the end of February.

Architect Report: Mr. Barrett thanked the commission for the opportunity to provide a proposal for the P&Z building, and expressed his regret that they were unable to do so based on their current schedule. He indicated that DRA is always looking forward to working with the Town of South Windsor. He advised

that there are 24 remaining punch list items and that is DRA's primary effort at this time. He also advised that work on the rapid flashing beacon is close to being wrapped up.

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 Mrs. Dexter, to approve the following invoices for Pleasant Valley Elementary School in the amount of \$77,957.24. Motion passed unanimously. (4-0)

INVOICES			
Company	Invoice No.	Date	Amount
Gilbane	25	2/7/2024	\$ 69,733.27
Colliers	921244	2/7/2024	\$ 6,843.97
Weston & Sampson	1240591	1/12/2024	\$ 1,380.00
Total: \$			77,957.24

FF& E Invoice Packet: Ms. Turner reviewed the FF&E invoice packet and responded to commission member questions. A motion was made by Mrs. Dexter, seconded by Mrs. Daugherty, to approve FF&E invoices in the amount of \$61,166.61. Motion passed unanimously. (4-0)

INVOICES			
Company	Invoice No.	Date	Amount
HP	9017366742	4/24/2023	\$ 89.90
HP	9017713633	4/24/2023	\$ 54,539.97
HP	9017363789	4/27/2023	\$ 1,589.00
Red Thread	940490	1/16/2024	\$ 3,485.44
Robert H Lord	35433-1	1/8/2024	\$ 425.00
American Flags Express	257879	9/14/2023	\$ 426.45
Wenger	864865	1/4/2024	\$ 610.85
Total: \$			61,166.61

Approval of Change Orders: Ms. Turner reviewed each change orders in detail and responded to commission member questions.

CHANGE ORDERS		
OS/IS #	Description	Amount
163	AS -084 - Frost Slabs at Building Entrances	\$ 16,899.00
188	PR-125 Additional Stair Signage	\$ 2,730.00
204	Outdoor Storage Shed - Modification Requests by P&Z	\$ 5,434.00

Commission members discussed ATP 204 which was a request of the Planning & Zoning Commission to install glass panels at the top of the shed door for esthetic reasons. Darrell Crowley advised that it was his desire not to have glass in the door as it would create a safety issue. His preference is that the building have a solid door; however, given that they are awaiting the permit from P&Z, he wished to

move forward as long as the commission & P&Z understood the district's position. Commission members agreed and Colliers will reach out to P&Z with that information.

A motion was made by Mrs. Daugherty, seconded by Mrs. Dexter, to approve the change orders presented in the amount of \$25,063.00, contingent upon Colliers informing Michele Lipe that it is the district's and commission's preference not to have glass in the door for safety reasons. Motion passed unanimously. (4-0)

Approval of FF&E: Ms. Turner reviewed the FF&E quotes and responded to commission member questions. A motion was made by Mrs. Daugherty, seconded by Mrs. Dexter to approve the change order in the amount of \$5,434.00. Motion passed (3-1-0) Chairman Montana was opposed.

Mrs. Daugherty requested that Colliers provide information to the commission related to the number of requests that has come before them for additional approvals, above and beyond the prior project expenses, and how that compares to the other three building projects. Mr. Warrington advised that Colliers could quantify that and provide the details at the next meeting.

With regard to the cellphone repeater work, Mr. Crowley advised the commission that they are still awaiting parts.

Adjournment

A motion was made by Mrs. Daugherty, seconded by Mrs. Dexter, to adjourn the meeting at 8:17 PM. Motion passed unanimously. (4-0)

Respectfully submitted,



Ann M. Walsh, Clerk