

## **South Windsor Public Building Commission Minutes – Special Meeting October 17, 2018**

A special meeting of the Public Building Commission was held on October 17, 2018 at 6:30 PM at the Administrative Offices, 1737 Main Street, South Windsor. The following people were in attendance:

Members Present: Matthew Beaulieu (6:50), Matthew Montana, Phil Koboski, Carol Kelley and Edward O'Connell

Member Absent: Bernard Thomas and Craig Zimmerman

Also Present: South Windsor Public Schools Representatives Dr. Kate Carter, Patrick Hankard & Doug Couture; Colliers International Representatives Mark Schweitzer & Chuck Warrington, Moser Pilon Nelson Representatives Hugh Pearson and Dave Symonds, and Gilbane Representative Karrie Kratz

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

Approval of Minutes: A motion was made by Mr. Koboski, seconded by Mr. O'Connell to approve the minutes of the September 12, 2018 meeting. Motion passed. Mr. Beaulieu was not available to vote. (4-0)

Review Correspondence/Communications and Comments from the Public: Dr. Carter informed the commission of an upcoming special joint meeting of the board of education and town council taking place on November 13 at 7:00 PM at the Orchard Hill library. The demographers, Milone & MacBroom, will be in attendance to provide both groups with the most recent information regarding enrollment trends. PBC members are welcome to attend. Additionally, Dr. Carter reminded members of the joint meeting of the PBC and BOE being held at 7:00 on November 14<sup>th</sup> (just following a brief regular meeting of the commission at 6:30). At that time Moser Pilon Nelson and the design team will provide information regarding the progress of Phase II. This meeting will also be held in the Orchard Hill library.

### UNFINISHED BUSINESS

Discussion on Front Row Assisted Listening and Speaker System: Mr. Doug Couture, Director of IT, provided follow up information related to the sole source recommendation for the Front Row system discussed at that last PBC meeting. He reviewed detailed references from end users all of whom reported positive experiences with the Front Row system. He remarked that the only negative comment was related to the number of IP addresses that the system can accommodate, but indicated that he did not believe this would be an impediment for South Windsor. It is estimated that the system would cost \$5,500 per classroom, including the public address system, as compared to the \$3,000 per classroom as budgeted. Mr. Couture responded to commission member questions. Mr. Warrington advised the commission that in order to move forward so the design team can incorporate the change into the design, the commission would be required to vote tonight on the sole sourcing of this equipment. Mr. Montana inquired whether MPN's technology consultant was in agreement with the recommendation, to which Mr. Pearson responded that their consultant did not have experience with an IP-based system, noting that it is newer technology.

### Orchard Hill Elementary School Project Update:

Site Walk with Town Staff: Mr. Warrington provided an update regarding a recent site walk of the Orchard Hill property with Jeff Doolittle, Jeff Folger and John Caldwell, the purpose of which was to

review the remaining issues related to the grounds that would need to be addressed. Mr. Warrington reviewed an in-depth map and images of the site with various issues related to plantings, grass, sidewalks, etc. The town officials and design team discussed remedies for each of the issues in order to determine the best course of action moving forward. In response to Mr. Warrington's presentation, commission members provided their input. Mr. Hankard and Mr. Warrington will review the entire listing and follow up with the town staff.

### Phase II PRS and ET Updates

Review of Working Group Meetings: Mr. Pearson advised that the working group met yesterday and discussed the interior materials for each of the buildings. Previously MPN met with principals and their school staff to discuss the finishes and a follow-up meeting is scheduled to be held on October 25 to continue the conversation. He reported that the staff and principals were very responsive to changes made since the first meeting and are looking forward to the second meeting. Mr. Pearson reviewed a series of interior images addressing the materials that will be used in both buildings, noting that each building will have its own identity and independent themes. He cautioned that final color selection can depend on the manufacturer chosen and could have a slight variance to the images shown. In addition to the finishes, Mr. Pearson reviewed the interior classroom spaces and proposed cabinetry. Following his presentation, Mr. Pearson responded to commission member questions.

Planning and Zoning Meeting Update: Mr. Pearson advised that both projects received final approvals from the Planning and Zoning commission. For the PRS building, P&Z accepted the modifications to parking. Perimeter site lighting was a main topic of discussion and concern. Mr. Pearson noted that the lighting system being specified is very programmable which should allay concerns. The P&Z requested that bike racks be placed at each school accommodate 32 bikes, and although the design team felt that the design had more than adequate spaces for bikes, they would conform to the request. Anecdotally, principals had indicated that there are approximately 8 bike riders per school. Dr. Carter requested information regarding the cost of that addition. In addition, the P&Z requested that the front yard to Avery Road be graded to a 3% slope, opposed to the 7% slope currently designed. Mr. Pearson noted that this remains under exploration. Another request made was that the Board of Education approach the Town Council to request the completion of the baseball field behind the school which would require a property-line change. It was also recommended that hardscape be placed around the buildings in order to minimize maintenance. With regard to Eli Terry, the P&Z accepted the parking quantities and had similar concerns regarding site lighting. They also requested that the Board of Education look at an alternative to grass in the courtyard area. A requirement for approval was to increase the drop off lane widths from 10ft to 12ft.

Schedule Update: Mr. Warrington advised that the projects are tracking on schedule. At this evening's meeting the commission will be requested to approve the early abatement and demo for PRS and on Tuesday the Board of Education will be requested to approve the same. Following approval, a meeting will be held with the state to obtain its approval the end of October or early November. The 90% construction documents will be completed in two weeks and estimate reconciliations against the budget will take place December 4 and December 5. The reconciled estimates will be presented to the committee in December and to the Board of Education at a special meeting the first week of January with bidding taking place January 25. Mr. Warrington reviewed the timing for the review of the documents and commission members provided input regarding the presentation of the documents (i.e. hard copy vs. electronic). Both hard copy and electronic documents will be made available.

### NEW BUSINESS

Approval of Invoices: A motion was made by Mr. Koboski, seconded by Mrs. Kelley to approve Gilbane's final invoice in the amount of \$80,479.69 for the Orchard Hill project. Motion passed unanimously. (5-0) Ms. Kratz advised that Gilbane will be returning \$1.1M from contingency.

A motion was made by Mr. O'Connell, seconded by Mr. Koboski, to approve the following invoices for the Eli Terry Elementary School in the amount of \$218,729.42. Colliers endorsed the payment of the invoices as presented.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Moser Pilon Nelson	20724	09/30/18	\$211,940.29
Colliers International	22735	09/30/18	\$6,789.13

Motion passed unanimously. (5-0).

A motion was made by Mr. Koboski, seconded by Mr. O'Connell to approve the following invoices for the Philip R. Smith Elementary School in the amount of \$198,597.06. Colliers endorsed the payment of the invoices as presented.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Moser Pilon Nelson	20723	09/30/18	\$182,862.88
Colliers International	22736	09/30/18	\$5,984.18
Langan	LCT 55378	10/10/18	\$9,750.00

Motion passed unanimously. (5-0).

Approval of Sole Source Front Row Assisted Listening and Public Address System: Mr. Warrington recapped the earlier discussions, noting that Mr. Couture conducted a lot of research and was recommending the Front Row system. He noted that the commission would need to approve the sole sourcing this evening to allow the team to move forward with the design based on that particular system. Once state approval is received, Mr. Warrington will report back to the commission.

A motion was made by Mr. O'Connell, seconded by Mrs. Kelley to approve the sole source of Front Row assisted listening and public address system as recommended by South Windsor Public Schools. Motion passed unanimously. (5-0)

Approval of Third Party Code Review: Given that there was one response to the RFP, Mr. Warrington indicated that that commission's approval should be contingent upon his review with Chris Dougan and Walter Summers. Mr. Warrington opened the bid and read it aloud.

Company: 4 Leaf

Eli Terry \$11,700 Main Building Review / \$1,040 Playground Equipment Review  
PRS \$10,400 Main Building Review / \$1,040 Playground Equipment Review

A motion was made by Mr. Koboski, seconded by Mrs. Kelley to approve 4 Leaf Inc. for Independent Third Party Code Review Services pending, for a total of \$24,180, pending Mr. Warrington's investigation. Motion passed unanimously. (5-0)

Approval of Independent Third Party Structural Review: Mr. Warrington opened the bids and read them aloud:

<u>Bidder</u>	<u>Location</u>	<u>Eli Terry</u>	<u>Philip R. Smith</u>
DiBlasi Associates, P.C.	Monroe, CT	\$14,800	\$12,400
DeCarlo & Doll, Inc.	Meriden, CT	\$13,725	\$15,960
Weston & Sampson	Rocky Hill, CT	\$21,400	\$22,900
Conlon Engineering, LLC	Brookfield, CT	\$16,000	\$15,000
GNCB	Old Saybrook, CT	\$8,500	\$8,500
Macchi Engineers	Hartford, CT	\$8,000	\$7,000
Michael Horton Associates	Branford, CT	\$7,500	\$6,700
DTC	Hamden, CT	\$5,975	\$5,575

The design team relayed their experiences with these companies, indicating that they would have no reservations with the commission awarding the bid to DTC.

A motion was made by Mr. Beaulieu, seconded by Mr. O'Connell to approve D.C. as Independent Third Party Structural Engineering Review Services in the amount of \$11,550. Motion passed unanimously (5-0).

Approval of PRS Phase 1 Abatement and Demolition Contract Documents: Mr. Pearson reviewed the scope of the work, the majority of which is related to hazardous materials. A silt fence will be installed five feet around the building. There is one septic tank and one oil tank that will be addressed in the Phase 1 abatement. Another septic tank in the south side of the property will be addressed during the Phase II site work. The estimate for abatement and removal is \$1.5M which will be rolled up to Gilbane's GMP. The approval at this evening's meeting represents an amendment to Gilbane's contract. Mr. Pearson and Mr. Warrington responded to commission member questions. Mr. Warrington advised that the commission is being requested to approve specifications, plans and estimate, dated October 15<sup>th</sup>, after which the building officials will sign them and the Board of Education will be requested to approve them. Mrs. Kratz advised that the hazardous materials abatement would take five weeks and the demolition would take five weeks commencing in January. Gilbane will be placing fencing around the perimeter of PRS and all construction activity will be well within the gated fenced-in area.

A motion was made by Mr. Beaulieu, seconded by Mr. Koboski to approve PRS Phase 1 Abatement and Demolition Contract Documents for review by OSCG&R. Motion passed unanimously. (5-0)

Approval of Abatement Monitoring Services: Mr. Warrington reviewed a fee proposal from Langan for the Hazardous Building Materials Inspection, Sampling, Analysis, Design and Abatement/Remediation Monitoring Services for PRS. The PBC previously awarded \$11,150 for initial reports. Mr. Warrington explained that the PBC is being requested to approve additional services totaling \$45,800 of reimbursable costs. Mr. Warrington noted that the project budget was \$100,000 and that the total services would be approximately \$60,000. Following the discussion, the following motion was made:

A motion was made by Mr. O'Connell, seconded by Mr. Beaulieu to approve Langan's abatement monitoring services for PRS. Motion passed unanimously. (5-0)

### Adjournment

On a motion made by Mr. Koboski, seconded by Mrs. Kelley, the meeting was adjourned at 8:45 PM. Motion passed unanimously. (5-0)

Respectfully submitted,

Ann M. Walsh

Ann M. Walsh, Clerk