

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

A regular meeting of the Public Building Commission was held on November 14, 2018 at 6:30 PM at the Orchard Hill Elementary School, 380 Foster Street, Library Media Center. The following people were in attendance:

Members Present: Matthew Beaulieu, Matthew Montana, Carol Kelley, Edward O’Connell, Bernard Thomas and Craig Zimmerman

Member Absent: Phil Koboski

Also Present: South Windsor Public Schools Representatives Dr. Kate Carter & Patrick Hankard; Colliers International Representative 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 Mrs. Kelley, seconded by Mr. Beaulieu to approve the minutes of the October 17, 2018 meeting. Motion passed.

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

UNFINISHED BUSINESS

Orchard Hill Elementary School Project Update: Mr. Warrington advised that he met with town staff regarding the remaining site plan issues and noted that most of the issues have been resolved.

NEW BUSINESS

Approval of Invoices: A motion was made by Mr. Zimmerman, seconded by Mrs. Kelley to approve invoices for Orchard Hill Elementary school in the amount of \$11,642.78.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
CDWG	PNM6818	10/10/18	\$1,122.78
Insalco	6891 rev 1	8/21/17	\$200.00
HP Inc. (Advanced Corp Networking)	60594197	10/21/18	\$10,320.00

Motion passed unanimously. (6-0)

A motion was made by Mr. Beaulieu, seconded by Mrs. Kelley, to approve the following invoices for the Eli Terry Elementary School in the amount of \$79,272.02. 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	20754	10/31/18	\$60,100.76
Colliers International	22954	10/31/18	\$6,564.16
Halloran & Sage	11274227	9/28/18	\$57.75

Hartford Courant	1494272000	9/30/18	\$153.35
Langan	55503	11/6/18	\$12,396.00

Motion passed unanimously. (6-0).

A motion was made by Mr. Beaulieu, seconded by Mrs. Kelley, to approve the following invoices for the Philip R. Smith Elementary School in the amount of \$59,591.46. 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	20753	10/31/18	\$51,955.54
Colliers International	22955	10/31/18	\$7,424.83
Halloran & Sage	11274227	9/28/18	\$57.75
Hartford Courant	1494272000	9/30/18	\$153.34

Motion passed unanimously. (6-0).

Possible Rejection of Sole Third Party Code Review Proposal: Mr. Warrington advised that he had not yet received approval from Chris Dougan regarding the approval of the vendor for third party code review. As there was only one respondent to the RFP, he felt that the commission may need to re-advertise that RFP. The third party code reviewer would be responsible for reviewing the documents on behalf of Chris Dougan and Walter Summers, for their eventual sign-off. If either were uncomfortable with the awardee, the commission would be required to re-advertise. Given that he did not yet have an answer, and the timing constraints, he suggested that the commission approve the advertisement of the RFP in the event that the awardee was rejected by the town officials.

A motion was made by Mr. Beaulieu, seconded by Mrs. Kelley to advertise for the Third Party Code Reviewer for the Eli Terry and Philip R. Smith projects. Motion passed unanimously. (6-0)

Review and possible approval of Moser Pilon Nelson Request for Additional Services: Mr. Warrington outlined three separate items that would result in adding services to Moser Pilon Nelson's contract:

- PRS Three Classroom Fit-Out: \$7,200 to provide services in order to shell and fit-out the proposed Add Alternate Bid classrooms.
- ET Emergency Communications: \$4,500 to address a request of the Fire Marshal to provide pathways, access, rack space and dedicated power for the installation of an antenna and equipment to the Eli Terry roof that would serve to provide emergency communications.
- FrontRow Technology: \$17,500 to implement the FrontRow Systems. This would require additional engineering design time, field devices, drawings, etc.

Commission members and the Superintendent discussed the proposed add services. While not in disagreement with the service that the emergency communications would provide, Dr. Carter noted her concern with the process in that additional services were being requested directly from the architect without going through the proper channels. She noted that while she was happy to work with the town, it would be helpful if these types of requests were directed through the proper channels and follow proper protocol. A meeting with town officials is scheduled later in the month, and Mr. Warrington indicated that this portion of MPNs request could wait until the next meeting. Several commission members agreed with the matter of following appropriate protocol.

A motion was made by Mr. Thomas, seconded by Mrs. Kelley to approve the request to add the PRS fit-out totaling \$7,200 to Moser Pilon Nelson's contract. Motion passed unanimously. (6-0)

A motion was made by Mr. Thomas, seconded by Mrs. Kelley to approve the request to add the Front Row Technology rework totaling \$17,500 to Moser Pilon Nelson's contract. Motion passed unanimously. (6-0)

Mr. Warrington requested an item be added to the agenda: Proposal from Langan to draft Educational Specifications for the removal of the underground oil tank. A motion was made by Mr. Zimmerman, seconded by Mrs. Kelley to add the item to the agenda. Motion passed unanimously. (6-0)

Mr. Warrington provided background information on the request noting that Langan has proposed to provide the services in the amount of \$13,700. A motion was made by Mr. Beaulieu, seconded by Mrs. Kelley to approve the request to develop educational specifications by Langan in the amount of \$13,700. Motion passed unanimously. (6-0)

Adjournment

On a motion made by Mr. Zimmerman, seconded by Mrs. Kelley, the meeting was adjourned at 7:00 PM. Motion passed unanimously. (6-0)

Respectfully submitted,

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

Ann M. Walsh, Clerk