

**South Windsor Public Building Commission**  
**Minutes – Special Meeting**  
**December 19, 2018**

A special meeting of the Public Building Commission was held on December 19, 2018 at 6:30 PM at the administrative offices, 1737 Main Street, South Windsor. The following people were in attendance:

Public Building Commission Members Present: Matthew Montana, Carol Kelley, Edward O'Connell, Bernard Thomas (6:41), Phil Koboski, and Craig Zimmerman

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

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

Approval of Minutes: A motion was made by Mr. Zimmerman, seconded by Mrs. Kelley to approve the minutes of November 14, 2018 Regular Meeting, November 14, 2018 Special Meeting and December 5, 2018 Special Meeting. Motion passed (4-0-1) Mr. Koboski abstained.

Review of Correspondence/Communications and Comments from the public: None.

Unfinished Business

Orchard Hill Elementary School Update: Mr. Warrington provided an update on the Orchard Hill project. Gilbane has submitted their final bill for the project and will need to return unused contingencies and allowances in a final owner change order. In order to complete project close out, financing costs will need to be obtained from the Town. Mr. Hankard stated there is still an ongoing issue with the freezer and draining of the condensate line. Gilbane will look into this issue further.

Phase Two PRS and ET Updates

Cost Estimate Status: Mr. Warrington provided an update. The project team reconciled the estimates and Eli Terry is tracking on cost. Philip R. Smith is tracking approximately \$630,000 over budget. The commission and design professionals reviewed the best course of action and reviewed passed experience with the Orchard Hill project. All value engineering items of value discussed at the design development phase have been incorporated into the Contract Documents. There are contingencies being carried such as design contingency and escalation that may not be realized at bid time. It was noted that the fact that these are two attractive projects being bid at the same time which will create an economy of scale that may be to the town's benefit. It was decided that once the bids come in, the commission can discuss any additional value engineering items.

Philip R. Smith Demolition GMP: Ms. Kratz introduced Marcus Brennan, who will be the Project Manager overseeing both projects for Gilbane. Ms. Kratz, discussed the bids received for the demolition and abatement bid package and the temporary electrical. Gilbane received good pricing on both packages and Gilbane has scope reviewed the two apparent qualified low bidders and have included them in the early bid package GMP. Two other items of note included line items in the GMP for the VDC pre-coordination and building envelope reviewer. Gilbane has pre-coordinated the MEP systems, which leads to more efficient pricing and minimizes the time from bid to receiving shop drawings from the MEP subcontractors. Gilbane has also had an independent third party review the building envelope.

This subcontractor/consultant to Gilbane will review the design, the compiled submittals and then review the installation of the envelope in the field.

The following are the anticipated dates for the approval of plans, specifications and estimates for Eli Terry and Philip R. Smith Schools: PBC approval on January 7<sup>th</sup> and BOE approval on January 8<sup>th</sup>.

Front Row Audio Visual System: The options for the purchase of the system were discussed. Those options included putting the system out to bid and getting an installer that is not a certified Front Row installer or purchasing off the state bid list. There are currently two installers on the state bid list. The FF&E/tech package will be finalized after the construction phase has started and the team is targeting the summer of 2019 to go to OSCG&R.

Stormwater Monitor RFP: Mr. Warrington stated that at the next meeting he will ask commission for its approval of the RFP for the Stormwater Monitor to be advertised.

New Business:

Approval of Invoices: A motion was made by Mr. Koboski, seconded by Mr. Thomas to approve the following invoices for the Orchard Hill Elementary School in the amount of \$3,388.50. Colliers endorsed the payment of the invoices as presented.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
HP	60673781	11/14/18	\$720.00
Red Thread	738814	11/27/18	\$2,668.50

Motion passed unanimously. (6-0)

A motion was made by Mr. Thomas, seconded by Mr. O'Connell to approve the following invoices for the Eli Terry Elementary School in the amount of \$120,152.63. 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	20822	11/20/18	\$68,696.68
Gilbane	4	12/13/18	\$43,200.00
Colliers International	23228	11/30/18	\$8,255.95

Motion passed unanimously. (6-0)

A motion was made by Mr. Thomas, seconded by Mr. O'Connell to approve the following invoices for Philip R. Smith Elementary School in the amount of \$106,406.19. Colliers endorsed the payment of the invoices presented.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Moser Pilon Nelson	20819	11/30/18	\$48,131.51
Gilbane	4	12/13/18	\$42,750.00
Colliers International	23229	11/30/18	\$14,684.68
Langan	55504	11/5/18	\$840.00

Motion passed unanimously. (6-0)

Approval of Philip R. Smith bid for abatement and demolition: A motion was made by Mr. Koboski, seconded by Mrs. Kelley to approve Gilbane's full early GMP package in the amount of \$1,283,714.00.

Motion passed unanimously (6-0)


Approval of 2019 Meeting Schedule: The commission was presented with the 2019 meeting schedule for its approval. In order to accommodate schedules, the January meeting was amended to reflect the regular meeting on Monday, January 7.

A motion was made by Mr. Koboski, seconded by Mr. O'Connell to approve the Public Building Commission's 2019 meeting schedule as amended. Motion passed unanimously. (6-0)

Adjournment

On a motion made by Mr. Thomas, seconded by Mr. O'Connell the meeting was adjourned at 8:30 pm. Motion passed unanimously (6-0)

Respectfully submitted,

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

Ann M. Walsh, Clerk