

South Windsor Public Building Commission

Revised Minutes

February 13, 2019

A regular meeting of the Public Building Commission was held on February 13, 2019 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, Phil Koboski, and Craig Zimmerman

Members Absent: Matthew Beaulieu, Bernard Thomas

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

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

Approval of Previous Meeting Minutes:

A motion was made by Mr. Koboski, seconded by Mrs. Kelley, to approve the minutes of the December 19, 2018 special meeting. Motion passed unanimously. (5-0)

A motion was made by Mrs. Kelley, seconded by Mr. O'Connell, to approve the minutes of the January 7, 2019 regular meeting. Motion passed unanimously. (5-0)

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

Update from the Superintendent: Dr. Carter provided the commission with the latest edition of a newsletter regarding the elementary facilities plan to be distributed to families. In addition, she showed the commission a promotional video of the Orchard Hill Elementary School that had been created by Mr. Tortora, in cooperation with Phil Rockey and Jeremiah Crowley of SWHS. Finally, she thanked the commission members for their attendance at the Philip R. Smith groundbreaking, noting that it was a very positive event. Dr. Carter provided the members with a commemorative photo from the event.

Unfinished Business

Orchard Hill Elementary School Update: Mr. Warrington provided a print out of the final financial summary report noting that the town has now fully bonded the project and Colliers is holding \$477,000 for the bond financing costs. As of close out, the project balance is \$943,000. He advised that the next step will be to put together all of the documents and final reimbursement requests to submit the final ED046 reimbursement request. Mr. Zimmerman suggested that there be a public announcement regarding the favorable status of the project.

Phase Two PRS and ET Updates:

OSCGR Approval to Bid: Mr. Warrington advised the commission that he, Moser Pilon, Gilbane and Dr. Carter met with the State of CT OSCGR last month to present the construction documents for approval, noting that permission to bid was granted on Friday, February 1st. Mr. Warrington noted that the district has a very favorable relationship with the state, which assisted in the very quick turn-around

time for the document review, noting that it took just 3-4 days as opposed to the typical 10 days. He commended the design team for its preparation for the meeting which also facilitated the quick turn-around. Dr. Carter noted that during the meeting, the state was very complimentary of the project team and the quality of the documents presented. Mr. Warrington noted that with the state approval in hand, the projects are now out to bid and that the team is anticipating favorable bidding results.

Financial Status of Projects: Mr. Warrington provided the financial status summaries for both the Eli Terry and Philip R. Smith schools. Both projects are on budget. There were no questions regarding the data provided.

Construction Update: Mr. Warrington advised that the abatement at PRS is approximately two-thirds completed and is going very well. Ms. Kratz advised that the project is tracking right on schedule for the abatement and that there have been no issues reported.

New Business:

Discussion Regarding Establishment of a Finance Subcommittee: Mr. Montana suggested that the commission may wish to establish a finance subcommittee to review invoices and change orders prior to a PBC meeting noting that with two projects, these documents would be expansive and their review would be time consuming. He noted that a subcommittee could vet the documents and provide a recommendation to the entire commission at a regular meeting. He suggested that the committee consist of three members, noting that he would be willing to sit on the committee. He noted that the establishment of a subcommittee would need to be discussed with the town prior to its establishment. Mr. Warrington relayed the positive experience he has witnessed on other projects with other towns who have established finance subcommittees. Commission members provided input. The matter will be discussed at a future meeting.

Approval of Invoices: 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 \$37,378.65. 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	20880	1/31/19	\$29,978.55
Colliers International	23465	12/31/18	\$7,329.94
Hartford Courant	2630318000	12/31/18	\$70.16

Motion passed unanimously. (5-0)

A motion was made by Mrs. Kelley, seconded by Mr. O'Connell, to approve the following invoices for Philip R. Smith Elementary School in the amount of \$267,558.32. Colliers endorsed the payment of the invoices presented.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Moser Pilon Nelson	20879	1/31/19	\$25,900.00
Gilbane	5	1/31/19	\$210,604.56
Colliers International	23466	12/31/18	\$10,113.22
Versteeg Associates	2019-02	1/31/19	\$16,460.00
Hartford Courant	2630318000	12/31/18	\$70.15
Langan	55843	2/6/19	\$4,410.39

Motion passed unanimously. (5-0)

Approval of Final Orchard Change Order: Mr. Warrington advised that the final change order reconciles with the final statements and that Colliers endorsed the commission's approval of the change order.

A motion was made by Mr. Koboski, seconded by Mr. O'Connell, to approve Gilbane Change Order OS-166 for a credit of \$1,102,819.00. Motion passed unanimously. (5-0)

Opening of Third Party Storm Water Monitor Proposals for Eli Terry and Philip R. Smith Schools: Mr. Warrington opened the bids for the proposal and read them aloud. The following were the results:

<u>Bidder</u>	<u>Eli Terry</u>	<u>PRS</u>	<u>Total</u>
TRC	27,220	27,220	54,440
Robert Green Associates	24,530	24,530	49,060
Weston & Sampson	19,630	19,630	39,260
Apex	44,000	21,250	65,250
Anchor	26,865	26,865	53,730
Facility Support Services	36,405	36,405	72,810
Langan	62,800	62,800	125,600
GZA Environmental	38,250	38,250	76,500
ATC Group Services	43,330	43,330	86,660
Sovereign Consulting	34,955	34,955	69,910

Mr. Warrington noted that he would review the proposals and bring a recommendation back to the commission at its March 13th meeting.

Mr. Zimmerman questioned how the commission handles minority business setbacks. Ms. Kratz explained the process which Gilbane follows in order to ensure that minority setbacks are met. Mr. Montana suggested that in Phase II Gilbane include the percentage of minority representation in its monthly reports, to which Ms. Kratz agreed. As a follow-up, Mr. Zimmerman inquired how the commission handles awarding contracts to South Windsor-based businesses based on the town's local preference bidding ordinance. Commission members discussed their recollection of the topic when it was discussed with the town attorney during Phase I; however, it was determined that the commission should seek the opinion of the Town Attorney regarding the application of the ordinance to the current projects; how best to proceed, and the financial impact to the project, if any.

Adjournment

On a motion made by Mr. Koboski, seconded by Mr. O'Connell, the meeting was adjourned at 7:40 pm.

Motion passed unanimously (5-0)

Respectfully submitted,



Ann M. Walsh, Clerk