

**South Windsor Public Building Commission  
Minutes – Regular Meeting May 10, 2017**

A regular meeting of the Public Building Commission was held on May 10, 2017 at 6:30 PM at Timothy Edwards Middle School, 100 Arnold Way, South Windsor. The following people were in attendance:

Members Present: Matthew Beaulieu, Carol Kelley, Phil Koboski, Matthew Montana, Edward O'Connell and Bernard Thomas

Also Present: South Windsor Public Schools Representatives, Kate Carter and Patrick Hankard; Colliers International Representatives Chuck Warrington and Andy Gentile, Drummey Rosane Anderson Representatives Angela Cahill and Scot Woodin and Gilbane Representatives Nick Conti and Taylor Gladding.

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

Approval of Previous Meeting Minutes: A motion was made by Mr. O'Connell, seconded by Mrs. Kelley to approve the minutes of the April 12, 2017 meeting. Motion passed unanimously. (6-0)

Review Correspondence/Communications and Comments from the Public: Mr. Bob Dickison encouraged commission members to consider safe access to school for students who walk or ride bikes while they are in the beginning stages of developing the projects for the construction of the new Eli Terry and Philip R. Smith Elementary schools.

**UNFINISHED BUSINESS**

Orchard Hill Elementary Project Update

Review of Updated Project Budget: Mr. Warrington reviewed the project budget. He advised the commission that following a budget reconciliation with the town's finance department, it was discovered that there were short-term interest expenditures that had not been accounted for providing for a budget overage in that line item of \$600,000. The amount that was budgeted was \$200,000 and the amount total that they are projecting for the expense is \$843,000. He cautioned that these figures are preliminary and that a meeting has been scheduled with the Town Manager and Patty Perry (finance director) to discuss the variance. He also noted that these fees vary among school districts and that he would research similar districts to determine how this accounting is handled. He assured the commission that this is a high priority for Colliers to get a better understanding as this will also affect the Eli Terry and Philip R. Smith project budgets. Dr. Carter indicated that she spoke with the Town Manager regarding the issue and reiterated that the information is preliminary and that they will continue to research.

Mr. Warrington continued his report advising that the current balance in the project, inclusive of all change orders and the additional \$600,000 is \$76,000; however, noted that he anticipates that there will be CM contingency funds returned to the project and is not concerned about the balance.

Review of Upcoming Construction Schedule: Taylor Gladding noted that the commission toured the building prior to the meeting. She provided the commission with an update on the schedule. The project is substantially complete and a temporary Certificate of Occupancy was issued on

April 28. Currently Gilbane is working on the punch list items, the commissioning is being completed as well as the final cleaning. Owners training is now being scheduled. The landscaping will be wrapped up this week and final paving will take place next week.

Review of Updated CM Contingency Expenditures: Taylor Gladding reviewed each of the OS items totaling an amount of \$29,098 in recent contingency expenditures for a total balance of CM contingency expenditures to date of \$562,048. Ms. Gladding responded to commission member questions regarding several items.

Approval of Invoices: Mr. Gentile reviewed the invoices for approval and responded to commission member questions.

A motion was made by Mr. Thomas, seconded by Mr. O'Connell to approve the invoices as presented for a total of \$804,739.77.

- Invoice #26772 from Anchor Engineering dated April 17, 2017 in the amount of \$1,006.
- Invoice#0015110138853201 from Cox Business dated April 26, 2017 in the amount of \$4,346.53
- Invoice #3191287 from the Hartford Courant dated March 31, 2017 in the amount of \$390.51
- Invoice #2044 from Sustainable Energy Solutions dated May 1, 2017 in the amount of \$1,000
- Invoice#32 from Drummey Rosane Anderson, Inc. dated April 30, 2017 in the amount of \$18,682.32
- Invoice#17975 from Colliers Project Management Northeast dated April 30, 2017 in the amount of \$14,560
- Invoice#21 from Gilbane dated April 30, 2017 in the amount of \$764,754.41

Motion passed unanimously. (6-0)

Discussion and Possible Action on Proposed Change Orders: Mr. Gentile reviewed each of the change orders that were being presented for consideration and he and the design team responded to questions.

A motion was made by Mr. Beaulieu, seconded by Mr. O'Connell to approve the following change orders totaling \$40,390.00.

- OS#90 – Soffits for Head Clearance at stairs 1-3 in the amount of \$4,541
- OS#120 – TV Mounting Heights at Lobby and Cafeteria in the amount of \$2,244
- OS#122 – Additional Signage per Owner Request in the amount of \$9,307
- OS#124 – AHJ Requests for Occupancy in the amount of \$7,461
- OS#125 – Area C Lighting to Generator Standby Power in the amount of \$4,963
- OS#126 – Remobilization Costs for Engineered Wood Fiber Mulch in the amount of \$3,378
- OS#127 Infill Window Pocket at Lobby Stair in the amount of \$2,120
- OS#128 – Add Data Cables for use of Temporary Network per Owner in the amount of \$727
- OS#129 – Revise Heights of Type M Light Fixtures at Lobby in the amount of \$2,450
- OS#130 – Relocate Media Center Exit Sign in the amount of \$1,682
- OS#131 – Lower Type W Fixture at Media Center in the amount of \$1,517

Motion passed unanimously. (6-0)

Discussion and Possible Action on Quote for Maintenance Equipment for the new Orchard Hill Elementary School: Mr. Gentile reviewed the quote for maintenance equipment. Mr. Hankard advised that the items that were quoted were not in the standard FF&E package and were essential for the custodial staff to maintain the building.

A motion was made by Mrs. Kelley, seconded by Mr. O'Connell to approve the quotation #100435169 from Hillyard dated 4/17/17 in the amount of \$7,104.70 for FF&E Custodial Supplies. Motion passed unanimously. (6-0)

Discussion and Possible Action on Quote to Provide and Install a Scoreboard for the new Orchard Hill Elementary School: Mr. Gentile described the contents of the quote, which had been presented to the PBC previously, and responded to commission member questions.

A motion was made by Mr. O'Connell, seconded by Mr. Montana to approve the quotation #10245 from Northeast Scoreboards LLC dated 04/13/17 in the amount of \$5,095.00 for the gymnasium scoreboard. Motion passed unanimously.

Discussion and Possible Action Regarding Award of Furniture Bid for the Orchard Hill Elementary School. Mrs. Cahill updated the commission on the results of the screening of the student desks and chairs by the furniture subcommittee, as discussed at the last PBC meeting. On Monday the subcommittee met and looked at the samples. The Smith System desk was the only acceptable desk. The chairs were reviewed and the specified chair (VS) was preferred. With regard to delivery time, DRA received a date of not later than August 7. The furniture subcommittee did not believe that this date presented an issue. Mrs. Cahill provided DRAs recommendation that the commission approve the specified student desks and chairs given the subcommittee's feedback. Mrs. Cahill indicated her confidence in the delivery date, noting that she received that date from the North American CFO of VS. In addition to the student desks and chairs Mrs. Cahill indicated she was seeking approval of the library furniture.

A motion was made by Mr. Montana, seconded by Mrs. Kelley to award furniture packages as noted below:

- SW3 to Robert H Lord for Items within 101, 102, 105 for a total amount of \$291,388.11.
- SW3A to Robert H. Lord for library items within section 103 for a total of \$43,562.91.
- SW4 to Red Thred Spaces for items in Section 101, 102, 103, 104 for a total of \$83,899.
- SW5 to Union Office Interiors for items in section 102 for a total amount of \$23,496.

Motion passed unanimously.

Discussion and Possible Action on Quote to Provide and Install Playground Equipment for Orchard Hill Elementary School: Mrs. Cahill advised that the base quote for the equipment was \$144,100 with alternates of four benches and two sun shades. The final quote, including the benches and sun shades was \$165,420. Mrs. Cahill indicated that she was seeking approval from the commission for the final purchase, with the equipment being installed by mid-June. Mr. Montana inquired as to whether this was within budget, to which Mr. Warrington noted that the original budget was \$150,000; however, that he was confident that he could make up the difference in soft costs. Mrs. Cahill reviewed the placement of the sun shades on the playground.

A motion was made by Mr. O'Connell, seconded by Mr. Thomas to approve the revised quote dated 3/13/2017 in the amount of \$165,420 from M.E. O'Brien to provide and install playground equipment for the Orchard Hill Elementary School. Motion passed unanimously. (6-0)

Discussion and Possible Action Regarding Award of Audio Visual Equipment for the Orchard Hill Elementary School: Mrs. Cahill reviewed the equipment that was in all classrooms. Mr. Warrington advised that this package had been reviewed by Doug Couture as well as the state. Mr. Warrington advised that Colliers recommended moving forward with approval.

A motion was made by Mr. Thomas, seconded by Mr. O'Connell to approve the recommendation to award the Audio Visual Equipment contract to RnB Enterprises in the amount of \$101,514.27 based on the CT DAS Contract 13PSX0090. Motion passed unanimously. (6-0)

Adjourned to executive session.

A motion was made by Mr. Thomas, seconded by Mr. O'Connell to adjourn to executive session for the purpose of discussing responses to the RFQ for Architectural Services for the Eli Terry and Philip R. Smith Elementary School Project. Further move to invite Chuck Warrington, Dr. Carter and Patrick Hankard to join the executive session. Motion passed unanimously. (6-0)

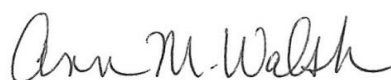
The commission adjourned the executive session by consensus.

A motion was made by Mr. Montana, seconded by Mr. Thomas to send Requests for Proposals to the following architectural firms: DRA Architects, Tai Soo Kim Partners, Svigals & Partners, Moser Pilon Nelson Architects, Antinozzi Associates and Quisenberry Arcari Architects. Motion passed unanimously. (6-0)

Adjournment

A motion was made by Mr. Thomas, seconded by Mr. Montana to adjourn the meeting at 9:10 PM. Motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script, reading "Ann M. Walsh".

Ann M. Walsh, Clerk