

**South Windsor Public Building Commission**  
**Minutes**  
**September 11, 2019**

A regular meeting of the Public Building Commission was held on September 11, 2019 at 6:30 PM at the administrative offices, 1737 Main Street, South Windsor. The following commission members were in attendance:

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

Also Present: South Windsor Public Schools Representatives Superintendent Dr. Kate Carter and Patrick Hankard; Colliers International Representatives Chuck Warrington and Krishna Mistry; Moser Pilon Nelson Representatives Hugh Pearson and Dave Symonds; and Gilbane Representatives Taylor Gladding and Marcus Brennan; and Mayor, Andy Paterna.

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 Mr. Zimmerman, to approve the meeting minutes of the August 14, 2019 Public Building Commission meeting. Motion passed unanimously. (7-0)

Review of Correspondence/Communications and Comments from the Public: There were no communications.

Prior to moving forward, Mr. Montana made a motion to move item 6F to be discussed following the Superintendent's report. Mr. Zimmerman seconded the motion. Motion passed unanimously (7-0).

Update from the Superintendent: Dr. Carter reported that she met with the Department of Administrative Services regarding the necessity to add two classrooms to the Eli Terry building and that they agreed that it would be reimbursable, noting that DAS is very complimentary of South Windsor's projects. She provided two dates for the commission members to consider attending: September 24 board of education meeting at which the educational specifications for Phase III, Pleasant Valley Elementary School, will be presented and the October 22 board of education meeting at which Milone & MacBroom will be providing refreshed Pk-12 enrollment projections. Dr. Carter provided some preliminary enrollment information from the recent update

Presentation of Additional Classroom Options at Eli Terry by Moser Pilon: Mr. Symonds advised that the process started two weeks ago at which time Dr. Carter, Colliers, Gilbane, PBC members and school staff met to discuss the upward trend in the Eli Terry enrollment and the necessity to add two classrooms to the current design. In devising the recommendation, the team took into consideration, schedule, safety, cost and location. He provided drawings outlining two potential locations on the site; one in the area of the medically fragile classrooms and one in the northeast corner of the building. Mr. Symonds reviewed the pros and cons of both locations. The option near the medically fragile classrooms would be the most costly as it would require moving utilities as well as reworking the bus drop off. The second option would result in the building being closer to the abutting neighbors. Commission members provided input on the scenarios presented. MPN would begin working on the schematic design immediately, if approved by the commission. Mr. Symonds estimated that the northeast option would cost potentially \$1.25M.

## Old Business

Phase Two (Eli Terry and Philip R. Smith) Updates: PRS & Eli Terry Construction Status: Taylor Gladding and Marcus Brenan provided images of the interior and exterior work being done on the PRS and ET sites and updated the commission on the status of the construction. Both projects are currently tracking on schedule. Ms. Gladding and Mr. Brennan responded to commission member questions.

FF&E Design Progress and Review of FF&E Estimate vs Budget: Mr. Pearson advised the commission that approval was being sought for the FF&E packages in order to proceed to the State of CT. Meetings are currently scheduled with the state on October 2<sup>nd</sup>, 8<sup>th</sup> and 9<sup>th</sup>. He reviewed the selection process for the furniture which took place over the past seven months and involved numerous meetings with teachers, staff and the working group. He noted that the packages are consistent with the educational specifications for the schools and are comparable to Orchard Hill. He reviewed several factors contributing to the FF&E budget being higher than originally provided for in the construction budget. The FF&E budget accounts for five additional rooms - three at PRS and two at ET. The playground calls for rubberized surface which is more costly. The Front Row system specified has had an impact in the budget as well. He noted that while the FF&E numbers are higher than budgeted, they fall within the total project budget. Mr. Pearson and Mr. Warrington responded to commission member questions. The budget will be brought to the board of education at its September 24 meeting for approval.

Mr. Koboski excused himself from the meeting at 8:00 PM.

Review of Project Financials: Mr. Warrington reported that both projects are on budget at this time with Eli Terry having a remaining balance of \$1.9M and PRS having a remaining balance of \$1.9M. Mr. Warrington responded to commission member questions.

## New Business

Approval of Invoices: 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 \$2,231,566.78. Colliers endorsed the payment of the invoices as presented.

<b><u>Company</u></b>	<b><u>Invoice No.</u></b>	<b><u>Date</u></b>	<b><u>Amount</u></b>
Moser Pilon Nelson	30272	8/31/19	\$27,408.97
Colliers Project Management	3098	7/31/19	\$11,099.399
Test-Con	10319	8/29/19	\$25,357.22
Gilbane Building Company	9	8/31/19	\$2,164,701.20
Girard & Co.	19025-04	8/29/19	\$2,500.00
Sustainable Engineering Solutions	2619	8/30/19	\$500.00

Motion passed unanimously. (6-0)

A motion was made by Mr. Zimmerman, seconded by Mr. Beaulieu, to approve the following invoices for the Philip R. Smith Elementary School in the amount of \$1,923,713.67. Colliers endorsed the payment of the invoices as presented.

<b><u>Company</u></b>	<b><u>Invoice No.</u></b>	<b><u>Date</u></b>	<b><u>Amount</u></b>
Moser Pilon Nelson	30271	8/31/19	\$23,680.00
Colliers Project Management	3099	7/31/19	\$11,464.05
Sustainable Engineering Services	2620	8/30/19	\$500.00
Gilbane Building Company	12	8/31/19	\$1,876,629.70

Girard & Co.	19026-04	8/29/19	\$2,500.00
Weston & Sampson	496209	8/8/19	\$800.00
Langan	56748	9/9/19	\$6,189.92
Design Professionals	19-136	4/1/19	\$1,950.00

Motion passed unanimously. (6-0)

#### Approval of Change Orders

Mr. Pearson and Mr. Warrington provided the commission with information relating to these change orders and responded to commission member questions.

A motion was made by Mr. Zimmerman, seconded by Mr. O'Connell, to approve the following change orders for Eli Terry Elementary School:

- OS-0015- SI#10 Ceiling Revisions for rooms 235 and 235A in the amount of \$5,229.00
- OS-0023-SI#10 Revised Light Fixtures rooms 232-234 in the amount of \$4,176.00

Motion passed unanimously. (6-0)

A motion was made by Mr. O'Connell, seconded by Mrs. Kelley, to approve the following change orders for Philip R. Smith School:

- OS-0008-SI#4 – Electrical Revisions at C-1 and DOAS 1-3 in the amount of \$3,311.00
- OS-0016 – SI#5 – Door Acoustics in the credit amount of \$2,332.00
- OS-0018 – RFI#32 – CT Water Requests in the amount of \$5,683.00
- OS-0023 – SI#3 – Technology and Electrical Revisions in the amount of \$19,211.00
- OS-0009 – RFI#16 – Delete Primary Handhole and Magnesium Anodes in the credit amount of \$2,063.00

Motion passed unanimously. (6-0)

Approval of Bid Package 10C and 10D: Following prior discussions regarding the Miscellaneous Specialties packages, Mr. Warrington noted that it was decided to break up the bid into four packages, two of which the team was seeking the commission's approval to accept. Colliers and Gilbane will be meeting with G. Donovan Associates to get a quote on the two remaining packages.

A motion was made by Mr. O'Connell, seconded by Mrs. Kelley to award bid package 10C, signage, for Eli Terry in the amount of \$55,825 to Connecticut Carpentry, plus Gilbane markups for general liability and fee. Motion passed unanimously (6-0)

A motion was made by Mr. O'Connell, seconded by Mrs. Kelley, to award bid package 10C, signage for Philip R. Smith in the amount of \$59,447, to Sign Pro, plus Gilbane markups and general liability and fee. Motion passed unanimously (6-0)

A motion was made by Mr. O'Connell, seconded by Mr. Zimmerman, to award bid package 10D, toilet partitions and accessories, for Eli Terry in the amount of \$71,380 to CSNE, plus Gilbane markups for general liability and fee. Motion passed unanimously. (6-0)

A motion was made by Mr. O'Connell, seconded by Mr. Beaulieu to award bid package 10D, toilet partitions and accessories, for Philip R. Smith in the amount of \$53,115 to CSNE, plus Gilbane markups for general liability and fee. Motion passed unanimously. (6-0)

Approval of FF&E Packages for Submission to the State: Colliers was seeking approval from the commission for the FF&E packages and will be requesting approval from the state in October. Mr. Warrington clarified that the estimate is what the design team is saying will be probable costs and that the commission is not authorizing them to spend that amount as the packages will be bid. Following discussion, the following motion was made:

A motion was made by Mr. Thomas, seconded by Mr. O'Connell to approve Eli Terry Technology and Network Equipment Plans, Specifications and Cost Estimates dated September 10, 2019 estimated to be \$1,216,369. Motion passed unanimously. (6-0)

A motion was made by Mr. Thomas, seconded by Mr. O'Connell, to approve Eli Terry Furniture, Fixtures and Equipment, Plans, Specifications and Cost Estimates dated September 10, 2019 estimated to be \$945,247. Motion passed unanimously. (6-0)

A motion was made by Mr. Thomas, seconded by Mrs. Kelley to approve Eli Terry Playground Equipment Plans, Specifications and Cost Estimates dated September 10, 2019 estimated to be \$478,473.00. Motion passed unanimously. (6-0)

A motion was made by Mr. Thomas, seconded by Mrs. Kelley to approve Philip R. Smith Technology and Network Equipment Plans, Specifications and Cost Estimates dated September 10, 2019 estimated to be \$1,102,928. Motion passed unanimously. (6-0)

A motion was made by Mr. Thomas, seconded by Mrs. Kelley to approve the Philip R. Smith Furniture, Fixtures and Equipment Plans, Specifications and Cost Estimates dated September 10, 2019 estimated to be \$806,364. Motion passed unanimously (6-0)

A motion was made by Mr. Thomas, seconded by Mr. O'Connell to approve Philip R. Smith Playground Equipment Plans, Specifications and Cost Estimates dated September 10, 2019 estimated to be \$468,225. Motion passed unanimously. (6-0)

Approval of Moser Pilon Add Service Proposal: Mr. Warrington advised that based on the previous discussion in the meeting regarding the addition of two classrooms at Eli Terry, MPN had submitted a proposal for the add services. Mr. Warrington reviewed the proposal and he and Mr. Symonds responded to commission member questions. The commission agreed to have MPN develop two plans: one for the lower left near the medically fragile wing and the other at the north east side of the building. There was some discussion as to whether plans should be drawn for the medically fragile area as it had already been determined that that option would require moving utilities which would be very costly. After some discussion commission members agreed to continue with the development of the medically fragile option in the event that those plans are needed at some point in the future.

A motion was made by Mr. Thomas, seconded by Mr. Zimmerman to approve Moser Pilon Nelson's add service request dated September 6, 2019 in the amount of \$66,500.00 for Option 1 and Option 2.

Motion passed unanimously. (6-0)

On a motion made by Mr. Koboski, seconded by Mr. O'Connell, the meeting was adjourned at 8:50 p.m.

Motion passed unanimously (6-0)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Ann M. Walsh".

Ann M. Walsh, Clerk