

**South Windsor Public Building Commission**  
**Minutes**  
**August 12, 2020**

A regular meeting of the Public Building Commission was held on August 12, 2020 at 6:30 PM virtually via Zoom. The following commission members were in attendance:

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

Member Absent: Carol Kelley

Also Present: South Windsor Public Schools Representative Patrick Hankard; Colliers International Representatives Chuck Warrington, Kate Turner and Krishna Mistry; Moser Pilon Nelson Representatives Hugh Pearson and Dave Symonds; Gilbane Representatives Marcus Brennan and, Taylor Gladding, and Drummey Rosane Architects Representatives Jim Barrett, Scot Woodin, Jim Guarina and Angel Khazadian.

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. O'Connell to approve the meeting minutes of the July 8, 2020 and July 15, 2020 Public Building Commission meetings. Motion passed unanimously. (6-0)

Review of Correspondence/Communications and Comments from the Public: Chuck Warrington noted that a correspondence was received from Montana read the communication from Robert Dickison. *"Suggest/request that an 8' or 10' Multi-use path or 5' sidewalk abutting the new school property along Ellington road be included in the construction of the New Pleasant Valley School. This would not only be important for the potential safety of children walking or riding to school but also for the inclusion of multi-use trails or sidewalks on all arterial/connector roads when development takes place. (Windsor has such a requirement in its zoning regulations).Robert Dickinson"*

Old Business

Phase Two (Eli Terry and Philip R. Smith) Updates: PRS & Eli Terry Construction Status: Taylor Gladding shared photos of PRS and advised that they are completing punch list items. The playground surfacing has been installed. The ballfield will be seeded. Most of the exterior metal panels they've been waiting for are now installed with the last delivery expected this Friday or early next week. Out of 1700 punch listed items, 260 still remain outstanding and Gilbane is continuing to see progress. In addition, as the principal and staff are entering the building, additional punch list items are being created, most of which are touch-up items. With regard to owner trainings, 28 sections out of 35 are completed. The as-built drawings have been completed with the exception of the site as-builts. The Operations and Maintenance Manuals are complete. Ms. Gladding responded to commission member questions.

With regard to Eli Terry, Marcus Brennan shared photos and provided an update. The existing building has been completely demolished and the future parking lot is being established. He noted that the parking lot work is going very well given the early closure of the schools due to COVID. The playground is complete. He noted that the field work would continue through the fall. Of the punch listed items, 254 items remain open and he anticipates they will be closed out within a couple of weeks. As for the as-built drawings and the operations and maintenance manuals, the status is the same as for PRS. Mr. Brennan responded to questions.

Soil management: Mr. Warrington advised that the commission approved at its last meeting Langan to perform comprehensive sampling plan of soils on each site that remain on school grounds, soils at Jays Landscaping and Environmental Services, Inc. He advised that samplings were taken and analyzed for residential direct exposure (that is the criteria through DEEP for hazard related to safety for students.) All of those came in well below the limits and are safe for human contact. The other criteria measured was ground water pollutant which analyzes pesticides and herbicides used years ago. The initial test came above the limit but another test that Langan ran, permitted by DEEP, revealed limits that were below the gluten mobility limit established by DEEP. The final report was received, transmitted to Gilbane and will be provided to the committee. The report performed on the sites of Jays Landscaping and Environmental Services were very consistent with those performed at the school sites. A meeting was held with Gilbane, Langan and Colliers to discuss the results and next steps. Both Jays and ESI indicated they would like the soils removed from their own sites. Patrick Hankard advised the commission that he will work with both companies on behalf of the district and PBC to look after the interests of the district. As these reports were recently received, there is no information regarding the magnitude of cost for removal and remediating the soils. Commission members posed follow-up questions.

Architect Updates: Hugh Pearson advised that he is tracking the commissioning process and playground installation with Gilbane as well as punch listed items. He advised that everything should be wrapped up prior to the start of the school year and students arriving on site.

Storage Sheds: Mr. Warrington advised that the next step for the installation of the sheds on both sites is the procurement, delivery and installation of the sheds. He recommended that the commission may want to consider holding off until there is a better grasp on the soils management issue and costs associated with those. As anything over \$5000 needs to put out to bid, he suggested that Colliers could put together the RFP for the shed projects and put it out to bid. The commission members discussed the timing of the bidding process in relation to storage needs.

Commissioning Agent Report: Walker Greeno of SES provided a high level over view of the commissioning process and discussed the commissioning issues cited in the review, noting that there were approximately 100 punch listed items per school, which for schools of this size was not very many. He noted that there were a couple of negative pressure issues that are currently being worked through and addressed with contractors. A few envelope items remain open and Gilbane is working toward closure. All subcontractors are pushing to get commissioning items that remain on the portal closed out. After reverification SES will be doing a systems' manual review. There will be a 10-month post occupancy meeting that will be held with town officials, Colliers and Gilbane, and a final report will be submitted. Mr. Greeno responded to questions.

OPM Report: Kate Turner displayed a new report that will be used going forward which will include Phase II and Phase III activities and Mr. Warrington reviewed items outlined on that report. Of note, he advised that the first working group meeting for Phase III, Pleasant Valley went well and included DRA and their team, the building principal, Dr. Carter, Matthew Montana and Ed O'Connell. He also advised that he is requesting a special meeting next Wednesday to approve the RFQ for Construction Manager for Phase III as well as the RFQP for Commissioning agent. Prior to moving to financials, Kate Turner noted that the plan moving forward with this new reporting is to turn the OPM report into a log of working group sessions in order to keep the group up to speed on what the project team is doing in real time.

Review of Project Financials: Mr. Warrington advised that Eli Terry has a remaining balance of \$239,000 which including change orders today and Philip R. Smith has a remaining balance of \$78,000 including change orders. Colliers is keeping an eye on the soil management issues and expenses related to those.

## New Business

Approval of Invoices: Mr. Warrington provided a general overview and summary of the invoices being presented for payment. A motion was made by Mr. Koboski, seconded by Mr. Thomas to approve the following invoices for the Eli Terry Elementary School in the amount of \$1,954,871.96. 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>
Gilbane Building Co.	20	8/7/20	\$858,199.95
Colliers International	6621	6/30/20	\$12,665.58
Moser Pilon Nelson	30809	7/31/20	\$22,237.38
Weston & Sampson	7200308	7/15/20	\$800.00
SES	2850	7/31/20	\$10,460.00
M.E. O'Brien & Sons	1200710-IN	7/28/20	\$149,081.60
Robert H. Lord	33814	6/22/20	\$222,749.13
Red Thread	833941	7/23/20	\$384,717.90
G. Donovan	6723	7/9/20	\$20,580.00
School Specialty	308103539353	6/29/20	\$7,644.56
School Specialty	208125429307	7/9/20	\$291.44
Apple	AC23970244	6/24/20	\$179.55
Apple	AC24060026	6/24/20	\$2,000.00
Apple	AC25464944	6/30/20	\$1,791.00
Apple	AC28482931	7/11/20	\$61,740.00
Apple	AC29961705	7/16/20	897.00
Apple	AC30455070	7/19/20	\$1,495.00
Mercury Cabling Systems	17447	7/23/20	\$849.24
Mercury Cabling Systems	17449	7/23/20	\$4,490.50
Digital Back Office	33096	6/19/20	\$53,374.12
JAMF	149288	6/23/20	\$1,110.00
HP Inc.	9010451120	6/30/20	\$9,854.00
HP Inc.	9010453284	6/30/20	\$1,335.00
HP Inc.	9010453705	6/30/20	\$8,253.00
HP Inc.	9010455629	7/1/20	\$1,586.00
HP Inc.	9010456208	7/1/20	\$47,168.00
HP Inc.	9010470913	7/6/20	\$1,070.00
HP Inc.	9010475007	7/7/20	\$1,035.00
HP Inc.	9010477157	7/7/20	\$11,340.00
HP Inc.	9010492617	7/10/20	\$7,808.00
HP Inc.	1608782325	7/28/20	\$1,500.00
Granite Communications	492026607	7/1/20	\$928.17
Kitteridge	313083	7/23/20	\$7,636.73
Hillyard	603979766	7/31/20	\$13,855.20
Insalco	8941	7/18/20	\$900.95
Langan	57891	8/4/20	\$26,247.96

Motion passed unanimously. (6-0)

Mr. Mistry reviewed the invoices for Philip R. Smith School. A motion was made by Mr. Koboski, seconded by Mr. Thomas to approve invoices for the Philip R. Smith Elementary School in the amount of \$1,377,154.53 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>
Gilbane	23	8/7/20	\$396,699.53
Colliers International	6622	6/30/20	\$14,559.58
Moser Pilon Nelson	30808	7/31/20	\$19,563.00
Weston & Sampson	7200307	7/15/20	\$800.00
SES	2851	7/31/20	\$9,820.00
Tri-State Materials Testing	7539	7/16/20	\$1,799.50
M.E. O'Brien	I200743-IN	7/30/20	\$177,517.95
McKessons	70852623	6/12/20	\$3,169.29
Digital Back Office	33099	6/19/20	\$43,874.82
JAMF	149289	6/23/20	\$1,104.90
Granite Communications	492026607	7/1/20	\$2,158.66
Apple	24063608	6/24/20	\$466.00
Apple	23923029	6/24/20	\$179.55
Apple	25464943	6/30/20	\$1,791.00
Apple	28482932	7/11/20	\$55,860.00
HP Inc.	9010448930	6/30/20	\$5,354.00
HP Inc.	9010453702	6/30/20	\$41,292.00
HP Inc.	9010453283	6/30/20	\$10,373.40
HP Inc.	9010455889	7/1/20	\$1,248.00
HP Inc.	9010471565	7/6/20	\$1,070.00
HP Inc.	9010475006	7/7/20	\$690.00
HP Inc.	9010483764	7/8/2020	\$10,584.00
HP Inc.	9010492615	7/10/20	\$6,222.00
HP Inc.	9010552562	7/24/20	\$11,849.00
Mercury Cabling Systems	17448	7/23/20	\$721.74
Mercury Cabling Systems	17450	7/23/20	\$4,138.00
G. Donovan's	6724	7/9/20	\$14,760.00
Kittredge	313432	7/28/20	\$6,629.31
School Specialty	208125061686	4/29/29	\$291.44
Frontier		7/6/20	\$688.00
Insalco	8940	7/18/20	\$900.95
Hillyard	603962484	7/20/20	\$18,189.01
Hillyard	603979767	7/31/20	\$13,855.20
Red Thread	834594	7/29/20	\$307,469.45
Robert H. Lord	33813	6/22/20	\$191,465.25

Motion passed unanimously. (6-0)

Approval of Change Orders: Mr. Warrington provided information regarding the change orders being presented for approval. Mr. Warrington and the team responded to commission member questions.

A motion was made by Mr. Koboski, seconded by Mr. O'Connell, to approve the following change orders for Eli Terry School in the amount of a credit of \$2,789.00.

- OA-009-ATP 25 – Credit for Unspent BP-26A-1 Owner Allowance in the credit amount of \$7,150.00
- OA-006-ATP-37 – Credit for Unspent BP-07A-1 Owner Allowance in the credit amount of \$18,240.00
- OA-002-ATP-84-Credit for Unspent BP02A-2 Owner Allowance credit in the amount of \$10,000.00

- OA-005-ATP-85-Credit for Unspent BP-06A-1 Owner Allowance in the credit amount of \$1,800.00
- OA-007-ATP86-Credit for Unspent BP-07A-2 Owner Allowance in the credit amount of \$3,500.00
- OS-086 – 77-SI#47 Mechanical Room Door Hardware in the amount of \$776.00
- OS-87-ATP 78-Add Card Access at Door 145 for IT Dept. in the amount of \$2,489.00
- OS-88-ATP 79-Add Remote Unlock to Vestibule Door into Main Office in the amount of \$924.00
- OS-089-ATP 80 – Media Center Wall Panels Reduced Thickness Credit in the amount of \$500.00
- OS-092-ATP-81-SI-48 Added Pavement for New Storage Shed in the amount of \$5536.00
- OS-091-ATP-82 Monumental Sign Gold Leaf Paint Upcharge in the amount of \$853.00
- OS-090-ATP-83-SI#49 Loading Dock Revisions in the amount of \$20,220.00
- OS-093-ATP-Final Cleaning Alternate No. 1 Power Washing in the amount of \$7,713.00

Mr. Pearson provided background information and presented drawings regarding the updates to the loading dock which was requested following a building walkthrough, noting that the safety hazards were addressed.

The commission discussed at length the monumental signage for each building and colors chosen, noting that neither sign is legible from street and the commission is seeking to have them fixed. They discussed the difference in pricing of the ET repair to the signage and the PRS repair, which Gilbane indicated that for PRS it was an entire repaint. Commission members also discussed the base color of the signs and whether they should adhere to school colors, which several members indicated that should be the case. Commission members agreed to approve the change orders as presented with the understanding that Gilbane will hold off until the design team does more investigating on colors and then give the final blessing. Motion passed unanimously. (6-0)

Mr. Warrington provided information regarding change orders being presented for approval. A motion was made by Mr. Zimmerman, seconded by Mr. O'Connell to approve the change orders for the Philip R. Smith Elementary School in the credit amount of \$12,627.00.

- OA-009-ATP22– Reconciliation of Electrical allowance 26A-1 in the credit amount of \$10,379.00
- OA-012-ATP-86-Reconciliation of Site work Allowance 31A-2 in the credit amount of \$5,400.00
- OA-007-ATP-90-Reconciliation of Roofing Allowance 07A-2 in the credit amount of \$3,500.00
- OA-008-ATP 91-Reconciliation of Glazing Allowance 07B-1 in the credit amount of \$3,375.00
- OA-010-ATP 92- Reconciliation of Electrical Allowance 26A-2 in the credit amount of \$4,850.00
- OA-11-ATP 93 – Reconciliation of Electrical Allowance 26A-3 in the credit amount of \$4,630.00
- OS-096-ATP 94-Monumental Sign Revisions in the amount not-to-exceed \$4,674.00
- OS-099-ATP 98-SI# 36 Motorize Overhead Door at Loading Dock in the amount of \$8,613.00
- OS-100 ATP 99 – SI#37 Generator Fence Enclosure in the amount of \$5,296.00

Motion passed unanimously. (6-0)

Discussion & Approval of FF& E and Bids for Eli Terry: Mr. Warrington provided background information regarding the bids.

A motion was made by Mr. Thomas, seconded by Mr. O'Connell to approve the FF& E bids for the Eli terry Elementary School in the amount of \$60,461.45 as follows:

- Re-approve Insalco to assemble Grainger supplied shelving in the amount of \$3,918.00

- Lakeshore Learning bid for office supplies in the amount of \$23,618.13
- School Specialty bid for office supplies in the amount of \$19,529.32
- Lakeshore Learning bid for nurses supplies in the amount of \$91.54
- School Specialties bid for nurses supplies in the amount of \$793.26
- Lakeshore Learning Bid for OT/PT supplies in the amount of \$438.83
- School Specialties bid for OT/PT supplies in the amount of \$3,871.79
- BSN bid for OT/PT supplies in the amount of \$530.20
- Colliers to procure quotes for non-bid items for office supplies to various vendors in the amount of \$2,759.85
- Colliers to procure quotes for non-bid items for nurses supplies to various vendors in the amount of \$4,910.35

Motion passed unanimously. (6-0)

Discussion & Approval of FF& E and Bids for Philip R. Smith:

A motion was made by Mr. Thomas, seconded by Mr. Koboski to approve the FF&E bids for the Philip R. Smith Elementary \$72,198.68 School as follows:

- Re-approve Insalco to assemble Grainger supplied shelving in the amount of \$3,520.00
- Lakeshore Learning bid for office supplies in the amount of \$31,473.98
- School Specialties bid for office supplies in the amount of \$17,585.99
- Lakeshore Learning bid for nurses supplies in the amount of \$91.54
- School Specialties bid for nurses supplies in the amount of \$761.14
- Lakeshore Learning bid for OT/PT supplies in the amount of \$438.83
- School Specialties bid for OT/PT supplies in the amount of \$3,190.25
- Colliers to procure quotes for non-bid items for office supplies to various vendors in the amount of \$5,531.62
- Colliers to procure quotes for non-bid items for nurses supplies to various vendors in the amount of \$9,605.33

A motion was made by Matthew Beaulieu, seconded by Edward O'Connell to add agenda item "Approve Colliers to prepare an invitation to bid for the new sheds at each school." Motion passed unanimously. (6-0)

A motion was made by Mr. O'Connell, seconded by Mr. Koboski to approve Colliers to prepare an invitation to bid for the new sheds at each school. Motion passed unanimously. (6-0)

Pleasant Valley Elementary School Updates: Kate Turner provided a summary of the Macro schedule for Pleasant Valley as well as reviewed the Milestone schedule for the project, noting that they are on track with their original schedule. Following the proposed special meeting next week, the Construction Manager qualifications will be due by September 2<sup>nd</sup> and proposals for Commissioning Agent will be due by September 4<sup>th</sup>. All materials will be distributed on September 8<sup>th</sup> for the commission's review prior to its September 9<sup>th</sup> meeting

Chairman Montana welcomed Jim Barrett and the DRA team to provide information on Pleasant Valley. Mr. Barrett introduced Scot Woodin, Co-Principal, Angel Khazadian, Project Manager, and Jim Guarina, Designer. Mr. Barrett shared information related to the project and the meetings that have been held to date, which included 17 programming sessions over a two-day span with the school staff. In addition, they toured PRS and ET. Mr. Woodin provided an in-depth overview of the schematic design phase of

the project and reviewed DRA's milestone schedule. By mid-December DRA will be seeking approval on exterior elevations. He advised that DRA is working closely with Colliers to develop the schedule and identify milestones, including scheduling a community presentation, local and state reviews and board of education meetings at which approvals will be sought. He noted that traffic flow on the site is something that they are considering at this time, noting that based on new information, the traffic flow may differ from the one presented in the interview process.

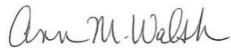
Jim Barrett reviewed a number of images identified as preferences as a result of a joint meeting of the Public Building Commission and Board of Education. The images were of both existing buildings' exteriors and interiors as well as comments provided by both groups. He noted that each project is unique, and that this exercise assisted the team in its approach to the design of Phase III.

Scott Woodin reviewed information that had emerged as a result of conversations with town officials related to the siting of the new building; specifically, additional wetlands on the existing site. He brought to the commission's attention another conversation that is being held with the town and school administration regarding the traffic patterns. Currently DRA is collecting information from town agencies and the working group to determine the traffic pattern and sought the commission's input. Commission members posed follow up questions and provided their input.

Adjournment:

On a motion made by Mr. Koboski, seconded by Mr. Beaulieu, the meeting was adjourned at 9:10 PM.

Respectfully submitted,

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

Ann M. Walsh, Clerk