

South Windsor Public Building Commission Minutes – Regular Meeting June 14, 2017

A regular meeting of the Public Building Commission was held on June 14, 2017 at 6:30 PM at the Administrative Offices, 1737 Main Street, South Windsor. The following people were in attendance:

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

Also Present: South Windsor Public Schools Representative, Patrick Hankard; Colliers International Representative Chuck Warrington, DRA Representative Angela Cahill and Gilbane Representatives Nick Conti and Taylor Gladding.

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

Prior to the start of the meeting Mr. Koboski noted that an agenda item needed to be added to the agenda. A motion was made by Mrs. Kelley, seconded by Mr. O'Connell to add agenda item 5(f) Discussion and Possible Action on Quote from UZBL. Motion passed unanimously. (6-0)

Approval of Previous Meeting Minutes

Mr. Montana pointed out two spelling errors in each of the meeting minutes of June 5th and May 10th related to architects' names, which the clerk noted that she would correct.

A motion was made by Mr. Montana, seconded by Mrs. Kelley to approve the minutes of the May 3, 2017 special meeting. Motion passed (5-0-1). Mrs. Daugherty abstained.

A motion was made by Mr. Thomas, seconded by Mr. O'Connell to approve the minutes of the May 10, 2017 regular meeting as amended. Motion passed (5-0-1). Mrs. Daugherty abstained.

A motion was made by Mr. O'Connell, seconded by Mr. Thomas to approve the minutes of the June 5, 2017 special meeting as amended. Motion passed unanimously (6-0).

Orchard Hill Elementary School Project Update

Review of Updated Project Budget: Mr. Warrington advised that of the total project budget of \$33,521,700, \$27,771,000 has been spent to date (inclusive of the invoices that the commission would approve this evening). Available funds are just under \$110,000. He noted that Colliers continues to hold the finance and origination fees which were brought to light after a budget reconciliation with the town, in the amount of \$500,000. Commission members posed questions related to these additional, unbudgeted fees, to which Mr. Warrington noted that Colliers originally budgeted \$200,000, based on past practice. He noted that they are changing that practice and becoming more proactive with town finance departments to better understand their financing methodology, noting that all finance departments seem to track those fees differently. Mr. Montana noted that as the fees are \$500,000 over budget, and the commission will be faced with the same fees in the Phase 2 projects, the commission should speak with the Town Manager to gain a better understanding of its financing. The commission requested that Mr. Galligan be invited to the next regular meeting.

Review of FF&E deliveries and installation: Mr. Warrington noted that all POs have been cut for the furniture. Colliers is coordinating with Angela Cahill and the vendors for the delivery of all of the FF&E items. He advised that Colliers is recommending to have Masonite installed in the café, corridors and

elevators to protect the floors. The total for the Masonite will be \$10,795 and will be presented to the commission for approval at a future meeting. Several commission members noted their concern with potential damage during the move and requested Mr. Warrington to relay their concerns with the vendors. It was suggested that Colliers request a \$1,000 damage waiver for each of the vendors. Mr. Warrington indicated that Colliers would ask; however, noted the difficulty in proving which company may have been responsible for any damage given the large number of deliveries expected. He noted that Colliers would do its best to oversee the moves. Mr. Hankard advised the commission that July 5-7 boxes from classrooms will be delivered from each of the schools.

Review of Upcoming Construction Schedule: Ms. Gladding provided a review of the schedule noting that there are ten small items related to the punch list that Gilbane is following. She noted that Gilbane has received a number of owner requested changes for which they are compiling pricing and hope to present at the next meeting. The exterior site punch list items are being addressed by DPI and Milone & MacBroom.

Review of Updated CM Contingency Expenditures: Ms. Gladding reviewed each of the contingency expenditures. The recent sum of items funded was \$8,273.00. In total \$172,597.00 contingency funds have been committed to date, leaving an estimated balance of \$563,704.00. Ms. Gladding responded to commission member questions regarding the information presented.

Approval of Invoices: Mr. Warrington provided information regarding the invoices that were being presented for approval noting that each had been reviewed and were within their contracts. Mr. Warrington responded to commission member questions. A motion was made by Mr. Montana, seconded by Mr. O'Connell to approve the following invoices for a total of \$1,099,879.02:

- Invoice #22 dated May 31, 2017 from Gilbane Building Company in the amount of \$1,034,788.23.
- Invoice #33 from Drummey Rosane Anderson, Inc. dated May 31, 2017 in the amount of \$14,557.32
- Invoice #18021 from Colliers Project Management Northeast dated May 31, 2017 in the amount of \$14,701.00.
- Invoice #2070 from Sustainable Energy Solutions dated May 31, 2017 in the amount of \$25,625.00
- Invoice #C86239 from Whalley Computer Associates dated June 6, 2017 in the amount of \$9,051.72
- Invoice #15627 dated May 31, 2017 from Materials Testing Inc., in the amount of \$1,155.75.

Motion passed unanimously (6-0).

Discussion and Possible Action on Proposed Change Orders to Gilbane Building Company: Mr. Warrington provided information regarding the change orders being presented for approval and responded to commission member questions.

With regard to #BT-02, Mr. Warrington advised that this was being presented in order to extend Taylor Gladding's contract through July to be on site and complete the punch listed items.

A motion was made by Mr. O'Connell, seconded by Mrs. Daugherty to accept the following change orders totaling \$21,500.00.

- OS #BT-02 – To transfer \$16,200 from CM contingency to general conditions to extend Gilbane on site staff through the end of July, 2017.
- OS #071 – Addition of two fire dampers in Area A first floor in the amount of \$3,603.00
- OS #133 – Incorporated AHJ Comments for TCO in the amount of \$1,697.00

Motion passed unanimously. (6-0)

A motion was made by Mrs. Kelley, seconded by Mr. O'Connell to accept change order proposal dated June 7, 2017 in the amount of \$151.62 from RnB Enterprises, Inc. to provide USB cables for projectors. (6-0)

A motion was made by Mr. Thomas, seconded by Mrs. Daugherty to accept change order proposal in the amount of \$2,870.09 from RnB Enterprises to provide and install a 65-inch TV monitor. Motion passed unanimously. (6-0)

Discussion and Possible Action on Quote for New AED Defibrillators for the New Orchard Hill Elementary School: Mr. Hankard addressed questions regarding the need for defibrillators, noting that they are not in anyone's package in this project but they are in all of our other school buildings. The company that is quoting on the product services the current defibrillators throughout the district. Mr. Hankard noted that it was recommended that Orchard Hill have four units installed and described the areas of the building at which they would be located. Mr. Hankard responded to commission member questions.

A motion was made by Mrs. Daugherty, seconded by Mr. O'Connell to approve quotation #2017-2016 dated June 5, 2017 from Proactive Safety/R&M in the amount of \$7,244 to provide four (4) AED Defibrillators. Motion passed unanimously. (6-0)

Discussion and Possible Action on Telecom Quote from New Horizons: Mr. Warrington provided background information on the Horizons quote which is for the VoiceOver IP Telephone Network and responded to commission member questions.

A motion was made by Mrs. Daugherty, seconded by Mrs. Kelley to quote Invoice #4372 in the amount of \$14,993.50. Motion passed unanimously. (6-0)

Discussion and Possible Action on Quote from UZBL: Mr. Warrington reviewed the quote from UZBL for the purchase of protective cases for i-Pads.

A motion was made by Mrs. Kelley, seconded by Mr. O'Connell to approve quotation #6618 from UZBL dated May 5, 2017 in the amount of \$6,600.00 to provide protection cases for I-Pads. Motion passed unanimously. (6-0)

Adjournment

On a motion made Mrs. Kelley, seconded by Mr. O'Connell, the meeting was adjourned at 7:50 PM. Motion passed unanimously. (6-0)

Respectfully submitted,



Ann M. Walsh, Clerk