

**South Windsor Public Building Commission**  
**Minutes – Regular Meeting July 12, 2017**

A regular meeting of the Public Building Commission was held on July 12, 2017 at 6:30 PM at the Administrative Offices, 1737 Main Street, South Windsor. The following people were in attendance:

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

Also Present: South Windsor Public Schools Representatives, Dr. Kate Carter and Patrick Hankard; Colliers International Representative Andy Gentile, and Gilbane Representatives Nick Conti and Taylor Gladding.

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

Award Owners Representative Services for the Eli Terry and Philip R. Smith Elementary Schools: Mr. Koboski requested members to provide their reactions to the interviews conducted on July 10, 2017. Members commended each of the four firms for their presentations and for their understanding and knowledge regarding the district's ten-year plan. Mr. Montana noted that he was not able to be present for the interviews and Mr. Thomas noted that he was absent for the final interview. Mr. Koboski thanked the representatives from the firms that were present. Being no further comments, Mr. Koboski requested the clerk to call the roll for the vote of Owner's Representative services. The following were the results:

Voting in Favor of *Arcadis*: Mr. Beaulieu, Mrs. Daugherty

Voting in Favor of *Colliers International*: Mrs. Kelley, Mr. Koboski, Mr. O'Connell, Mr. Montana, Mr. Thomas

Chairman Koboski called for the resolution to be read into the record: A motion was made by Mr. O'Connell, seconded by Mr. Montana, to approve the following resolution:

WHEREAS, the Town seeks to engage a firm to provide comprehensive owner's representative and project management services for the design and construction of the Eli Terry Elementary School (Project Number TMP-132-XFGP) and Philip R. Smith Elementary School (Project Number TMP-132-GXBR), the design and construction of which was approved at referendum on March 21, 2017; and

WHEREAS, the Public Building Commission has requested and received qualifications and proposals for such services from various firms; and

WHEREAS, the Public Building Commission has interviewed finalists selected on the basis of the responses to its Request for Qualifications dated May 4, 2017 (the RFQ), and its Request for Proposals dated June 6, 2017 (the RFP); and

WHEREAS, the Public Building Commission has determined on the basis of the responses to the RFQ and RFP, as well as the interviews, that the firm of Colliers International, is to be awarded the contract of owner's representative for the Eli Terry and Philip R. Smith Elementary school projects.

Motion passed (5-2-0). Mr. Beaulieu and Mrs. Daugherty voted against the motion.

Approval of Previous Meeting Minutes

A motion was made by Mrs. Kelley, seconded by Mrs. Daugherty, to approve the minutes of the June 14, 2017 regular meeting. Mr. Montana requested a change to the minutes on page 3 as follows: Discussion and Possible Action on Quote for New AED ~~Defibrillators~~ Defibrillators for the New Orchard Hill Elementary School. Chairman Koboski called the motion on the amended minutes. Motion passed unanimously. (7-0)

A motion was made by Mr. Beaulieu, seconded by Mr. O'Connell, to approve the minutes of the June 21, 2017 special meeting. Motion passed unanimously. (7-0)

A motion was made by Mr. Beaulieu, seconded by Mrs. Kelley, to approve the minutes of the June 28, 2017 special meeting. Motion passed. (6-0-1) Mrs. Daugherty abstained.

A motion was made by Mr. Thomas, seconded by Mr. Montana, to approve the minutes of the July 6, 2017 special meeting. Motion passed. (6-0-1) Mrs. Daugherty abstained.

A motion was made by Mr. Thomas, seconded by Mr. O'Connell, to approve the minutes of the July 10, 2017 special meeting. Motion passed. (6-0-1) Mr. Montana abstained.

Review of Correspondence/Communications and Comments from the Public: Mr. Koboski read a statement from Bob Dickinson, 19 Birch Road, South Windsor as follows: "I would ask/suggest that the Building Commission emphasize to the Architects for the new Eli Terry and Philip R. Smith Elementary Schools to make the layout of the school grounds to be the most "safe ways to school" friendly possible for children walking or bicycling to school from the bordering neighborhoods."

#### Orchard Hill Elementary School Project Update

Review of Updated Project Budget: Mr. Gentile advised that of the \$33,521,700 budget, \$28,124,100 had been spent to date with available funds remaining of \$732,200. The available balance includes approximately \$500,000 of CM contingency. The current owner's contingency is \$232,000, which includes all invoices and change orders being presented.

Review of FF&E deliveries and installation: Mr. Gentile provided a report regarding the furniture deliveries and installation. He noted that all teacher content moves have been completed. Furniture from the Wapping building still needs to be moved into the former Orchard Hill cafeteria as well as to Philip R. Smith. Teacher chair deliveries will commence tomorrow, with the bulk of the furniture being delivered in late July, and some in August. It is anticipated that student chairs will be delivered during the first week of August. Media Center bookshelves are scheduled to ship on August 18<sup>th</sup> and library books are scheduled for delivery on August 22<sup>nd</sup>. It was noted that Colliers is pushing the vendor to move up the date for delivery on the shelves. Dr. Carter noted two upcoming dates at which the public would be invited to Orchard Hill: August 14<sup>th</sup> OH parent/family tour and the August 26<sup>th</sup> Ribbon Cutting Ceremony. While the shelving would not be as critical by August 14<sup>th</sup>, she did note her desire to have the library shelving with books completed in time for the Ribbon Cutting ceremony on August 26<sup>th</sup>. Commission members also relayed their concern with the schedule and their desire to have all issues resolved by the Ribbon Cutting, or sooner, if possible. Mr. Hankard advised that he would work with Mr. Warrington to prioritize the installation of the shelving.

Review of Upcoming Construction Schedule: Ms. Gladding advised that Gilbane is working on minimal punch list items. Angela Cahill will be on site Friday to complete the final building sign-off. Owner training is taking place and Gilbane will be working to complete the work involved with the change orders

that are being presented at this evening's meeting. Mr. Hankard advised that all maintainers and head custodians have participated in training, noting that it was very impressive. Dr. Carter recommended that a final walkthrough be completed by DRA, Principal Mike Tortora, Doug Couture, Patrick Hankard and Dr. Carter to ensure that, from an end users standpoint, there are no remaining items that would require additional time to remedy. She noted her concern with how issues would be resolved if not identified now. Commission members agreed with that approach.

Review of Updated CM Contingency Expenditures: Ms. Gladding reviewed the CM Contingency expenditures and responded to commission member questions. The recent items funded from the CM contingency totaled \$6,493.00, with the estimated balance currently at \$566,711. Mr. Conti advised that Gilbane will commence reconciliation of its GMP as well as the contingency and will report back to the PBC once that reconciliation has been completed.

Approval of Invoices: Mr. Gentile reviewed the invoices for approval and responded to commission member questions. A motion was made by Mr. Montana, seconded by Mr. O'Connell, to approve the following invoices totaling \$1,390,559.72.

- Invoice #22 dated May 31, 2017 from Gilbane in the amount of \$1031,347.58
- Invoice #23 dated June 30, 2017 from Gilbane in the amount of \$199,938.44
- Invoice #34 dated June 30, 2017 from Drummey Rosane Anderson, Inc. in the amount of \$11,092.32
- Invoice #18230 dated June 30, 2017 from Colliers Project Management Northeast in the amount of \$14,355.00
- Invoice #2083 dated June 30, 2017 from Sustainable Energy Solutions in the amount of \$3,125.00
- Invoice #C87274 dated June 19, 2017 from Whalley Computers in the amount of \$1,592.88
- Invoice #C87699 dated June 23, 2017 from Whalley Computers in the amount of \$3,044.14
- Invoice #4133610617 dated June 21, 2017 from Lakeshore Learning in the amount of \$3,044.36
- Invoice #170478 dated May 31, 2017 from M.E. O'Brien in the amount of \$123,020.00

Motion passed unanimously (7-0). Mr. Montana noted that two of the invoices were not located in the *drop box* of materials that is provided to the commission prior to the meeting and requested Mr. Gentile to send those out to the commission.

Approval of Change Orders: Mr. Gentile reviewed each of the change orders being presented to the commission for its approval and responded to questions.

A motion was made by Mr. Montana, seconded by Mr. O'Connell to approve the following change orders in the amount of \$7,937.00:

- OS #132 - Addition of POTS (Plain Old Telephone) Line in main office in the amount of \$7,807.00
- OS #134 – Credit for plantings in the amount of (\$1,381.00)
- OS #135 – Addition of two exterior door contacts in the amount of \$5,579.00
- OS #136 – Addition of card reader to interior vestibule doors in the amount of \$8,647.00
- OS #137 – Addition of second light to monumental sign in the amount of \$3,580.00
- OS #138 – Install electrical outlets and data jacks in the amount of \$6,255.00
- OS #139 – Provide additional diffusers and ductwork, rebalance DOA-2 system in the amount of \$8,623.00

- OS #144 – Add playground drain per ASI-86 at the west playground in the amount of \$11,530.00
- OS #145 – Add baby changing station in the amount of \$1,320.00
- OS #146 – Add electrical circuit for UPS in the amount of \$1,549.00
- OS #147 - Add refrigerator to faculty lounge with associated outlet and water line for icemaker in the amount of \$3,133.00
- OS #148 – Install padding to gym doors in the amount of \$3,475.00
- OS #149 – Drill holes for power cords for Chromebook chargers to be placed in cabinets of classrooms in the amount of \$1,322.00
- OA #001 – Credit for W-Shape Steel members in the amount of (\$52,500)
- OA #002 – Credit for OA 07A-2 Rooftop Walkway Pads - Original value (\$1,080) - in the amount of (\$516.00)
- OA #004 – Credit for OA 26a-2 Exit signs -Original Value \$7,260- in the amount of (\$7,260)
- OA #005 – Credit for OA 26B-1 Fire Alarm Strobes - Original Value \$1,600- in the amount of (\$1,600)
- OA #006 – Credit for OA 31A-2 Steel Bollards - Original Value: \$7,500.00- in the amount of (\$7,500.00)

Motion passed unanimously. (7-0)

A motion was made by Mrs. Daugherty, seconded by Mr. Montana, to approve package SW-14 to provide Media Lecterns in the amount not to exceed \$27,311.62 as quoted by Red Thread Spaces, LLC. Motion passed unanimously. (7-0)

A motion was made by Mr. Thomas, seconded by Mr. Montana, to approve package SW-15 to provide volleyball poles and nets in the amount not to exceed \$2,221.16 as quoted by BSN Sports. Motion passed unanimously. (7-0)

A motion was made by Mr. Beaulieu, seconded by Mrs. Kelley, to approve package SW-16 to provide a Palay Display in the amount of \$1,894.16 as quoted by W.B. Mason. Motion passed unanimously. (7-0)

A motion was made by Mr. O'Connell, seconded by Mrs. Daugherty, to approve package SW-17 to provide volleyball standards and nets and a ball bin in the amount not to exceed \$2,741.68 as quoted by School Specialties. Motion passed unanimously. (7-0)

A motion was made by Mrs. Kelley, seconded by Mr. O'Connell, to approve package SW-18 to provide help-yourself book boxes in the amount not to exceed \$4,414.80 as quoted by Lakeshore Learning Materials. Motion passed unanimously. (7-0)

A motion was made by Mr. Thomas, seconded by Mr. Montana, to approve SW-19 to provide literature organizers in the amount of \$2,052.00 as quoted by Insalco Corp. Motion passed unanimously. (7-0)

A motion was made by Mrs. Daugherty, seconded by Mr. O'Connell, to approve quote JBXJ946 from CDW-G dated July 6, 2017 to provide custom chromebook chargers in the amount of \$12,934.00. Motion passed unanimously. (7-0)

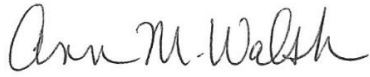
Prior to adjourning Mr. Koboski asked whether there were additional questions. Dr. Carter inquired as to the schedule for the stairway railing modification, requesting whether the railing would be completed by August 14<sup>th</sup>, to which Mr. Conti indicated it was possible. He noted that he would contact United Steel to see if they could put a rush on the fabrication of the railing. Mr. Montana inquired whether the

items that were just approved would be completed and cleared prior to August 14<sup>th</sup>. Ms. Gladding advised that the only issue may be the millwork for the pre-k wing which is now slated to be delivered by mid-late August.

Adjournment

On a motion made Mrs. Daugherty, seconded by Mr. O'Connell, the meeting was adjourned at 8:05 PM. Motion passed unanimously. (7-0)

Respectfully submitted,

A handwritten signature in cursive script that reads "Ann M. Walsh".

Ann M. Walsh, Clerk