

South Windsor Public Building Commission Minutes – Regular Meeting August 9, 2017

A regular meeting of the Public Building Commission was held on August 9, 2017 at 6:30 PM at the new Orchard Hill Elementary School, 380 Foster Street, South Windsor. The following people were in attendance:

Members Present: Carol Kelley, Phil Koboski, Matthew Montana, Edward O’Connell and Bernard Thomas (7:00)

Also Present: South Windsor Public Schools Representatives Dr. Kate Carter and Patrick Hankard; Colliers International Representative Charles Warrington; Drummey Rosane Anderson Representative Angela Cahill; Gilbane Representatives Nick Conti and Taylor Gladding; Town Council Liaison Billy Carroll and Town Manager Matthew Galligan

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

Prior to moving forward with the meeting, the following agenda item was added:

A motion was made by Mr. Montana, seconded by Mr. O’Connell, to add item 4(a) Discussion Regarding Town Ordinance for Local Bidders for State-Funded Projects. Motion passed unanimously. (4-0)

Approval of Minutes: A motion was made by Mr. Montana, seconded by Mr. O’Connell, to approve the minutes of the July 12, 2017 meeting. Motion passed unanimously. (4-0)

Review Correspondence/Communications and Comments from the Public: None.

Overview of Project Financing by Town Manager: Town Manager Matthew Galligan provided the commission with information regarding the town’s financing practices for projects. This subject was being addressed due to the fact that the Orchard Hill Elementary School project bonding fees line item was under budgeted. Mr. Galligan explained, in detail, the method used for structuring the town’s debt. He advised the commission that the town looks to create steadiness in the financial environment, balancing capital and debt to ensure that the budget stays at a minimum increase, lessening the impact to taxpayers. He noted that by keeping the tax impact minimal, projects will more likely be approved at referendum, which is key to moving forward with important infrastructure upgrades. He noted that the practices have been in place since 1997-1998. He stated that the town is currently at an AA+ rating with Standard & Poors and referenced a recent report which commended the town for its strong management of debt and strong management of the budget. With regard to the fees for Phase II, given that the fees have been estimated to be \$2.6M (significantly over the current budgeted amount) Mr. Galligan indicated that he would work with the Superintendent and Colliers International to determine how to mitigate the shortfall. He noted that he would work with the town’s independent bond council as well as financial advisor to figure out the best way possible to strategize. He cautioned the commission not to be alarmed with the shortfall.

Mr. Galligan responded to commission members’ questions. Dr. Carter noted her appreciation for Mr. Galligan’s input and anything that he could do to mitigate the shortfall. She noted that there is not flexibility within the budget for the next two buildings as they do not contain program or elements that can be deferred. .

Mr. Koboski requested Mr. Galligan to comment on the town's local bidding ordinance and whether that could be applied to the Phase II projects. Mr. Galligan advised that the local bidding ordinance cannot be applied to the state-funded projects as the state has its own bidding process. The local bidding preference was adopted for use on town projects that would not be funded by outside grants, noting that once you take in state grants, you cannot apply the town's ordinance. Commission members thanked Mr. Galligan for his input and clarification on the above matters.

UNFINISHED BUSINESS

Review of Updated Project Budget: Mr. Warrington advised that of the \$33,521,700 budget, \$28,772,600 had been expended to date with available funds remaining of \$732,200. He continued to review the financial status report and responded to commission member questions.

Review of FF&E Deliveries and Installation: Mr. Warrington provided an update on the deliveries, noting that a lot of deliveries came in today and that Robert H. Lord was only one day late. The deliveries scheduled for August are the administration desks, library shelving, library books and cafeteria tables. Some remaining items will be delivered in October. He noted that the Masonite will be taken out of the building tomorrow. He did a walk through today and did not see any major damage as a result of the furniture deliveries. Most of the technology is in and the phones will be delivered on August 21st.

Review of Remaining Construction Schedule and Change Order Work: Ms. Gladding noted that everything is coming together quickly. The final building exterior will be clean for next week. The only change order outstanding for the building is the playground drain that is being finalized which is anticipated to be completed within the next two weeks. With regard to the interior, they are wrapping up loose ends and change order work. She advised the commission that her last day with the project would be August 14th.

Review of Updated CM Contingency Expenditures: Ms. Gladding reviewed the CM contingency expenditures noting that the sum of recent expenditures was \$557.00 and that the current balance of uncommitted CM contingency was \$566,654.

NEW BUSINESS

Before moving on to the invoices, Mr. Koboski requested a motion to add an agenda item to the end of the agenda, as requested by Mr. Warrington. A motion was made by Mrs. Kelley, seconded by Mr. Montana, to add item 6g, Discussion & Possible Action on Insalco Change Order. Motion passed unanimously. (5-0)

Approval of Invoices: Mr. Warrington reviewed the invoices and responded to commission member questions. A motion was made by Mr. Montana, seconded by Mr. O'Connell, to approve the following invoices totaling \$555,549.77 for the Orchard Hill project. Motion passed unanimously. (5-0)

- Invoice #24 dated July 31, 2017 from Gilbane Building Company in the amount of \$184,001.52
- Invoice #35 dated July 31, 2017 from Drummey Rosane Anderson, Inc. in the amount of \$11,092.32
- Invoice #18858 dated July 31, 2017 from Colliers Project Management Northeast in the amount of \$14,624.00
- Invoice #27346 dated July 13, 2017 from Anchor Engineering in the amount of \$845.00
- Invoice #602617816 dated July 20, 2017 from Hillyard in the amount of \$14,220.54

- Invoice #6880225 dated May 22, 2017 from CxTEC in the amount of \$42,502.75
- Invoice #6886001 dated June 30, 2017 from CxTEC in the amount of \$10,752.00
- Invoice #6887715 dated July 21, 2017 from CxTEC in the amount of \$1,785.00
- Invoice #56785 dated June 30, 2017 from RnB Enterprises in the amount of \$101,515.17
- Invoice #32358 dated July 26, 2017 from Advance Corporate Networking in the amount of \$54,472.87
- Invoice #444708457 dated July 22, 2017 from Apple Inc. in the amount of \$1,495.00
- Invoice #10194 dated July 17, 2017 from Northeast Scoreboards in the amount of \$5,095.00
- Invoice #2017-1314 dated July 17, 2017 from ProActive Safety in the amount of \$7,244.00
- Invoice #11170717-IN dated July 6, 2017 from M.E. O'Brien in the amount of \$42,400.00
- Invoice #JMJ3310 dated July 14, 2017 from CDWG in the amount of \$857.50
- Invoice #JMP6041 dated July 17, 2017 from CDWG in the amount of \$343.00
- Invoice #JNN8731 dated July 20, 2017 from CDWG in the amount of \$193.50
- Invoice #JNM4405 dated July 20, 2017 from CDWG in the amount of \$1,377.75
- Invoice # JNV4565 dated July 21, 2017 from CDWG in the amount of \$11,500.00
- Invoice #JNV4963 dated July 21, 2017 from CDWG in the amount of \$2,714.25
- Invoice #JPD8470 dated July 24, 2017 from CDWG in the amount of \$35.25
- Invoice #CW24267 dated July 25, 2017 from Whalley Computer in the amount of \$1,134.90
- Invoice #5475 dated July 14, 2017 from UZBL in the amount of \$1,361.25
- Invoice #5473 dated July 17, 2017 from UZBL in the amount of \$6,600.00
- Invoice #COM-1579-17/9 dated July 26, 2017 from WB Meyer in the amount of \$602.91
- Invoice #COM-1579-17/11 dated July 26, 2017 from WB Meyer in the amount of \$472.50
- Invoice #COM- 1579-17/13 dated July 26, 2017 from WB Meyer in the amount of \$1,428.90
- Invoice #COM-1579-17/15 dated July 26, 2017 from WB Meyer in the amount of \$88.00
- Invoice #COM-1579-17/18 dated July 26, 2017 from WB Meyer in the amount of \$18,319.75
- Invoice #COM -1579-17209 dated July 26, 2016 from WB Meyer in the amount of \$1,837.50
- Invoice #6845 dated August 1, 2017 from Insalco in the amount of \$9,985.00
- Invoice #6846 dated August 1, 2017 from Insalco in the amount of \$1,050.00
- Invoice #6847 dated August 1, 2017 from Insalco in the amount of \$1,454.00
- Invoice #6848 dated August 1, 2017 from Insalco in the amount of \$2,148.64

Mr. Warrington explained that the remaining invoices were for Colliers Project Management for the selection of the Architect for the Eli Terry and Philip R. Smith projects and that he was requesting that each project be approved separately.

A motion was made by Mr. O'Connell, seconded by Mr. Montana, to approve the following invoices totaling \$2,500 for the Eli Terry Elementary School.

- Invoice #17977 dated April 30, 2017 from Colliers Project Management Northeast in the amount of \$1,215.00
- Invoice #18172 dated May 31, 2017 from Colliers Project Management Northeast in the amount of \$1,285.00

Motion passed unanimously. (5-0)

A motion was made by Mr. Montana, seconded by Mr. O'Connell, to approve the following invoices totaling \$2,500 for the Philip R. Smith Elementary School.

- Invoice #17977 dated April 30, 2017 from Colliers Project Management Northeast in the amount of \$1,215.00

- Invoice #18172 dated May 31, 2017 from Colliers Project Management Northeast in the amount of \$1,285.00

Motion passed unanimously. (5-0)

Discussion and Possible Action on Proposed FF&E Change Orders: Mr. Warrington described the change order being presented to the commission and responded to questions.

A motion was made by Mrs. Kelley, seconded by Mr. Montana, to accept Change Order #1 for FF&E package SW3 (Robert H. Lord) to add a new teacher desk and mobile file in room 205, in the amount of \$654.03. Motion passed unanimously. (5-0)

Update on Phase II Architect Contract Negotiations and Execution: Mr. Warrington advised the commission that the contract for the Architect for Phase II has been negotiated with Moser Pilon Nelson and that it will be executed on Friday. He advised the commission that there will be a separate contract for each of the buildings in Phase II, Eli Terry and Philip R. Smith.

Review of Phase II Construction Manager Request for Qualifications: Mr. Warrington had distributed a draft of the Request for Qualifications for the Construction Manager for both projects to solicit commission member feedback. The RFQ had been reviewed by the Town Attorney and there were no comments made. He reviewed the schedule, which would have the commission shortlisting firms for the issuance of Request for Proposals at its September 13 meeting. He suggested that a special meeting be scheduled for October 4 in order to conduct interviews. As Mr. Warrington indicated that he would like to publish the RFQ on Friday, Mr. Koboski requested the consensus of the commission to move forward. There was consensus among commission members. Mr. Warrington requested comments as soon as possible to be able to proceed.

Review and Approval of Site Survey Proposal: Mr. Warrington advised the commission that he was seeking approval for an add-service to DRA's contract in the amount of \$13,440. The town regulations require a final site survey in order to obtain a final Certificate of Occupancy. DRA's contractor, DPI, would perform the survey. Mrs. Cahill noted that this is not typical in the construction industry as the as-builts usually meet the requirement.

A motion was made by Mrs. Kelley, seconded by Mr. Thomas, to approve the site survey proposal as presented in the amount of \$13,440. Motion passed (4-1-0) Mr. Montana opposed.

Discussion & Possible Action on Insalco Change Order: Mr. Warrington advised that he was requesting approval of a change order to install carpet in the POP and IPOPOP rooms. The commission previously discussed this request.

A motion was made by Mr. Thomas, seconded by Mr. Montana to approve the change order for Insalco to install carpet in the IPOPOP rooms in the amount of \$9,874.95. Motion passed unanimously. (5-0)

Prior to adjourning, Dr. Carter relayed her concern that the school may get complaints relative to the seven spots in the front parking lot reserved for low-emitting vehicles. She thought it would be best to disperse those spots to other parking areas. Although the spots are part of the building's LEED Green status, she had been advised by DRA that relocating them would not negatively affect the status. Mr. Hankard noted that he would have them moved.

Dr. Carter also advised the commission that she has learned of a need to add one first grade classroom, which may have some FF&E expenses related to it. She noted that Orchard Hill plans to use the media classroom as a regular classroom. She noted that a school project can be built to the highest 8-year enrollment, and that Orchard Hill opened its doors at the highest projected enrollment. She noted that in time, Orchard Hill should be able to recoup that classroom. Dr. Carter responded to commission member questions and noted that she intends to re-engage with Milone & MacBroom to review their enrollment reports.

Dr. Carter updated the commission on the Ribbon Cutting Ceremony. In addition, she noted that it has been a pleasure to work with the commission on the project, thanking them for the countless hours they volunteered to make the project a success. She remarked that the administration, project professionals and commission made a great team.

Adjournment

On a motion made Mrs. Kelley, seconded by Mr. Thomas, the meeting was adjourned at 8:05 PM. Motion passed unanimously. (5-0)

Respectfully submitted,

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

Ann M. Walsh, Clerk