

**South Windsor Public Building Commission  
Minutes – Regular Meeting December 14, 2016**

A regular meeting of the Public Building Commission was held on December 14, 2016 at 6:30 PM at the Administrative Offices, 1737 Main Street, South Windsor. The following people were in attendance:

Members Present: Matthew Beaulieu, Phil Koboski, Matthew Montana and Edward O'Connell

Also Present: Colliers International Representative Tom Reichardt; DRA Representative Angela Cahill; and Gilbane Representatives Nick Conti and Taylor Gladding.

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

Approval of Previous Meeting Minutes: On a motion made by Mr. O'Connell, seconded by Mr. Montana, the minutes of the November 9, 2016 regular meeting were approved unanimously.

Review of Correspondence/Communications and Comments from the Public: No comments were made.

Unfinished Business

Orchard Hill Elementary School Project Update

Review of Updated Project Budget: Mr. Reichardt provided the commission with an update on the status of the project budget noting that there are available funds of \$1,051,500. He noted that Colliers is comfortable releasing some funds due to the positive balance that they are carrying and have released construction utilities funds in the amount of \$51,000 as well as funds that were being carried for permitting.

He noted that the amount in the remaining balance already includes two change orders that will be presented at the next meeting: \$25,000 for additional receptacles for classroom charging stations and \$30,000 for a change order for limiting devices for the windows. Mr. Reichardt responded to questions.

Review of Upcoming Construction Schedule: Mr. Conti reviewed the construction schedule and provided updates on the progress of each of the building areas as well as upcoming activities. He reviewed the job flow in each of the construction areas. Mr. Reichardt noted that Gilbane is currently 20 days ahead of the project schedule.

Review of Updated CM Contingency Expenditures: Mr. Conti reviewed the CM contingency expenditures noting that \$15,845 has been added since the last meeting with a total of \$30,250. There currently remains \$666,271 of uncommitted contingency funds.

New Business

Approval of Invoices

A motion was made by Mr. O'Connell, seconded by Mr. Montana to approve the invoices presented in the amount of \$1,575,244.93; including,

- Invoice#14933 from Materials Testing Inc., dated 11/29/16 in the amount of \$7,973.00.
- Invoice#27 from Drummey Rosane Anderson, Inc. dated 11/30/16 in the amount of \$17,121.48.
- Invoice#17140 from Colliers Project Management Northeast dated 11/30/16 in the amount of \$14,430.00.
- Invoice#16 from Gilbane dated 11/30/16 in the amount of \$1,532,601.30.
- Invoice#22510 from R.J. Kenney Associates, Inc. dated 11/30/16 in the amount of \$3,119.15.

Upon the recommendation of Colliers International, it was suggested that the commission hold off paying their December invoice until Colliers has received the actual reports. The commission was in agreement with that recommendation.

A motion was made by Mr. Beaulieu, seconded by Mr. O'Connell to hold Invoice #26107 from Anchor Engineering dated 12/6/16 in the amount of \$338.00. Motion passed unanimously.

Discussion and Possible Action on Proposed Change Orders: Mr. Reichardt reviewed each of the change orders presented to the commission and responded to commission member questions.

A motion was made by Mr. Beaulieu, seconded by Mr. Montana to accept the total change order amount presented in the amount of \$18,933.00; including,

- OS#67 DOA Unit Hot Water Coils for an amount of \$13,080.00
- OS#70 Added Cafeteria Door for an amount of \$4,607.00
- OS#75 Sarnafi Roof Attic Stock for an amount of \$1,245.00

Motion passed unanimously.

Other Business: Mr. Reichardt noted that the team was currently working on a dedication plaque and requested confirmation of commission members' full names. He indicated that once completed, he would send a proof to the members for their approval.

### Adjournment

On a motion made by Mr. O'Connell, seconded by Mr. Beaulieu, the meeting was adjourned at 7:12 PM. Motion passed unanimously.

Respectfully submitted,



Ann M. Walsh  
Clerk