

## **South Windsor Public Building Commission**

### **Minutes – Regular Meeting, July 13, 2016**

A regular meeting of the Public Building Commission was held on July 13, 2016 at 6:30 PM at the Administrative Office Building, 1737 Main Street. The following people were in attendance:

Members Present: Phil Koboski, Charley Lyons, Matthew Beaulieu, Matthew Montana, Edward O'Connell and Bernard Thomas

Also Present: South Windsor Public Schools Representatives, Dr. Kate Carter and Patrick Hankard; Colliers International Representative Tom Reichardt; Drummey Rosanne Anderson Representative Scot Woodin and Gilbane Representative Nick Conti.

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

Approval of Previous Meeting Minutes: On a motion made by Mr. Montana, seconded by Mr. O'Connell the commission moved to approve the minutes of the June 8, 2016 regular meeting. Motion passed unanimously.

Review of Correspondence/Communications and Comments from the Public: No correspondence was reviewed.

#### Reports of Committees

Discussion and Possible Action Regarding Finance Sub-Committee: Mr. Koboski addressed the commission regarding their interest in establishing a finance subcommittee that would serve to review invoices submitted for payment prior to the regularly scheduled PBC meetings. It was suggested that the committee be comprised of four members to meet in advance of the PBC meetings. It was thought that the establishment of the committee may assist in expediting the approval of invoices and provide for a more in-depth review. The commission discussed the advantages and potential disadvantages of a subcommittee, the logistics of convening additional meetings and obtaining a quorum, as well as the process for a timely distribution of the invoices in advance of special subcommittee meetings. It was noted that the subcommittee would not have the authority to approve change orders, which could have been beneficial in the event of a timely approval required. Following their discussion, the commission decided to proceed with the invoice approval process as currently established and to revisit the issue if the need arises. Commission members noted their willingness to convene special meetings of the whole in the event that Gilbane required a timely approval.

#### Unfinished Business

Review of updated project budget: Mr. Reichardt reviewed a financial summary status report noting that for the third month in a row the project is currently at a \$1.6MM additional need. Currently \$7.2MM of work has been put in place on the project and the project is trending well. \$790,000 of the contingency has been expended and it is projected that an additional \$384,000

of contingency will be spent to address the color concrete, canopies and several additional items. Mr. Reichardt advised that the FF&E is moving along well, noting that the technology budget is trending over budget mainly due to the newly defined state of CT ineligible cost factors.

Review of Upcoming Construction Schedule (Gilbane): Mr. Conti reviewed the project schedule noting that roofing is done on Area C and will continue to B and A. He provided the commission with several pictures outlining the progress. He reviewed the critical path over the next few weeks which will include drainage, sanitary and gas work. He advised that Eversource was on site to pull power from Foster Street to the building, noting that although this was very late in the timeline, they've been able to accommodate power needs with generators. Exterior framing in Area C is going very well, allowing for a head start on the mechanical rough in and duct work. The roofing at the gym will be finished in several weeks. He noted that Area C is well ahead of schedule, with Areas B & A having to do some catching up. Overall, the schedule has picked up two days since the previous schedule update. Mr. Conti responded to commission members questions.

Discussion on Interior Finished Status: Mr. Woodin provided a brief update on interiors meetings, noting that there were three very productive meetings. Over the past several months DRA has collected tile, carpet and light fixture samples for consideration. He provided the commission with an example of the presentation boards that would make up the interior finishes resulting from the meetings. He indicated that 95% of the finish decisions have been made and that they are on schedule. He noted that the process has been very successful. In response to a question posed as to whether the presentation boards would be brought to the commission for its vote, Mr. Woodin noted that typically the group assembled for this process makes those decisions. He noted that the finish group was very well represented including educators, faculty and volunteers from the school, the superintendent, and the art program director, among others. The final step in the process will be to provide a finish board to the contractor, a copy of which will also be provided to the commission for its reference. Mr. Woodin responded to commission member questions.

## New Business

### Approval of Invoices:

Mr. Reichardt provided background on the Gilbane and Eversource invoices.

A motion was made by Mr. O'Connell, seconded by Mr. Beaulieu to approve Invoice #13960 from Materials Testing Inc. dated 5/5/16 in the amount of \$8,244.25. Motion passed unanimously.

A motion was made by Mr. O'Connell, seconded by Mr. Beaulieu to approve Invoice #2138443 from Eversource dated 6/9/16 in the amount of \$22,691.00. Motion passed unanimously.

A motion was made by Mr. Beaulieu, seconded by Mr. O'Connell, to approve Invoice #25342 from Anchor Engineering dated 6/24/16 in the amount of \$1,010.00. Motion passed unanimously.

A motion was made by Mr. Beaulieu seconded by Mr. O'Connell to approve Invoice #16257 from Colliers Project Management Northeast dated 6/30/16 in the amount of \$14,475. Motion passed unanimously.

A motion was made by Mr. Thomas, seconded by Mr. O'Connell, to approve Invoice #11 from Gilbane dated 6/30/16 in the amount of \$2,365,112.83. Motion passed unanimously.

A motion was made by Mr. O'Connell, seconded by Mr. Montana. To approve Invoice # 5831 from CIRMA dated 6/30/16 in the amount of \$22,141.00. Motion passed unanimously.

A motion was made by Mr. Montana, seconded by Mr. O'Connell, to approve Invoice #22 from Drummey Rosane Anderson, Inc. dated 6/30/16 in the amount of \$22,124.12. Motion passed unanimously.

A motion was made by Mr. O'Connell, seconded by Mr. Beaulieu, to approve Invoice #1885 from Sustainable Energy Solutions, LLC dated 7/1/16 in the amount of \$1,400.00. Motion passed unanimously.

A motion was made by Mr. Beaulieu, seconded by Mr. Montana to approve Invoice #25415 from Anchor Engineering dated 7/12/16 in the amount of \$507.00. Motion passed unanimously.

#### Discussion and Possible Action on Proposed Change Orders:

OS#20: Mr. Woodin reviewed OS#20, stainless steel enclosure for kitchen plumbing piping, and advised the commission that DRA recommends the change as it will neaten up the area considerably and would be a good value to add it in.

A motion was made by Mr. Montana, seconded by Mr. O'Connell to accept OS # 20 – Stainless Steel Kitchen Enclosure for an amount of \$2,582.00. Motion passed unanimously.

OS # 29: Mr. Reichardt advised that the additional expense is to cover the additional mock ups that were provided to the commission to assist in the decision regarding the exterior block.

A motion was made by Mr. Montana, seconded by Mr. O'Connell to accept OS # 29 – Additional CMU Mock Ups for an amount of \$1,356.00. Motion passed unanimously.

OS#33: A motion was made by Mr. O'Connell, seconded by Mr. Beaulieu to accept OS # 33 – Additional support steel for base bid canopy for an amount of \$2,609.00. Motion passed unanimously.

#### Other Business:

Mr. Conti provided the commission with information regarding CM contingency expenditures that would not be coming through the commission for approval as change orders. He advised

that pursuant to Gilbane's contract, expenditures up to \$5,000 can be spent without owner approval, with the requirement that Gilbane notify the owner of those expenditures. As such, he reviewed ten items, totaling \$13,027 of In Scope work that had been expended out of the contingency from May through July. He responded to commission member questions regarding the expenses.

Mr. Beaulieu inquired as to an issue that had been raised regarding the water main to the property, to which Mr. Conti and Mr. Reichardt provided a detailed description and noted that a change order would be presented to the commission at an upcoming meeting. Specifically, the sewer line that is being connected from Arnold Way is perpendicular to a water main. Jeff Doolittle and CT Water were consulted and arrived at a recommendation to remedy the issue in a cost effective way. Mr. Hankard noted that he was on site when CT Water was consulted and commended them for arriving at a great solution that will improve service to TEMS as well as the new OH.

Adjournment:

On a motion made by Mr. Beaulieu, seconded by Mr. Montana, the meeting was adjourned at 7:40 PM.

Respectfully submitted,

Ann Walsh  
Clerk