

## **South Windsor Public Building Commission Minutes – Regular Meeting October 11, 2017**

A regular meeting of the Public Building Commission was held on October 11, 2017 at 6:30 PM at the Administrative Offices, 1737 Main Street, South Windsor. The following people were in attendance:

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

Also Present: South Windsor Public Schools Representatives Dr. Kate Carter and Patrick Hankard; Colliers International Representative Charles Warrington; Moser Pilon Nelson Representatives Hugh Pearson and Dave Symonds; DRA Representative Angela Cahill; and Gilbane Representatives Karrie Kratz, Nick Conti and Taylor Gladding

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

Approval of Minutes: A motion was made by Mrs. Kelley, seconded by Mr. Montana, to approve the minutes of the September 13, 2017 meeting. Motion passed unanimously. (5-0)

A motion was made by Mrs. Kelley, seconded by Mr. O'Connell, to approve the minutes of the October 5, 2017 meeting. Motion passed unanimously. (5-0)

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

### UNFINISHED BUSINESS

Update from the Superintendent of Schools Regarding Phase Two: Dr. Carter suggested that Doug Couture, Director of IT, attend an upcoming meeting to provide the commission with background information regarding the FF&E process in Phase One as it relates to technology. Commission members were in agreement. Mr. Couture will be invited to the November 8 meeting. In addition, she informed the commission that a community meeting for abutters of both Eli Terry and Philip R. Smith schools will be held on December 6, similar to the informational meeting held for Orchard Hill neighbors. She advised that the PBC, BOE, pertinent town staff and design professionals would be invited to this informational session to provide information on the impact to the neighborhoods with the start of construction. The letters will be mailed out to the abutters within the next week. Following these meetings, parent meetings for the individual schools will be held to discuss parent-related issues such as site safety.

Dr. Carter informed the commission that she had written a letter to the Department of Administrative Services on behalf of the board seeking a space waiver for the Eli Terry and Philip R. Smith Schools. A meeting was held with DAS and the feedback from the department was that there were no concerns regarding Eli Terry due to the specified programming in that building; however, they did request that the district try to reduce the size of the request for Philip R. Smith. She relayed her optimism that they will be able to resolve the issue with PRS without significantly impacting programming. She also noted that DAS continues to be very complimentary of South Windsor's ten-year elementary facilities plan.

Review of Updated Project Budget: Mr. Warrington advised that of the \$33,521,700 budget, \$30,382,100 had been expended to date, with available funds remaining at \$779,950 (which includes \$566,000 of the anticipated remaining CM contingency) Mr. Warrington responded to commission member questions.

Review of Punch List: Ms. Gladding advised that the remaining issue on the exterior of the building is the replacement of some of the sidewalks. One is scheduled to be replaced this Saturday and the other is being coordinated with the principal due to its complexity. She also noted that Gilbane is paying very close attention to the condition of the lawn and is working with the landscaper to make it a priority. Ms. Gladding continued her review noting that there are ten outstanding issues in the interior, five of which are HVAC and five of which are electrical. All items are very close to resolution. Mr. Warrington noted that the AV systems in the classrooms have been experiencing intermittent issues and that Colliers is working with the district's IT department as well as CES to remedy those issues.

Review of Updated CM Contingency Expenditures: Ms. Gladding advised that since the last meeting Gilbane spent \$650.00 to contract with a painter to touch up areas after the installation of millwork. The remaining contingency is \$565,904.

Project Closeout Discussion: Mr. Warrington advised that he would be working with Gilbane and DRA to finalize the state change orders to prepare for the audit. He is working closely with Chris Chemerka and the business office to review the project financials. He anticipated that it could take four to five months to wrap up. The anticipated close out of the project on the state level would be between five to ten years, during which time the state holds 5% of the project.

**NEW BUSINESS**

Approval of Invoices: Mr. Warrington reviewed the invoices, responded to commission member questions and advised that Colliers endorses payment of the invoices presented. A motion was made by Mr. O'Connell, seconded by Mr. Montana, to approve the following invoices totaling \$472,569.55 for the Orchard Hill project.

<b>Invoice #</b>	<b>Date</b>	<b>Company</b>	<b>Amount</b>
#26	September 30, 2017	Gilbane Building Company	\$200,657.74
#36	August 31, 2017	Drummey Rosane Anderson	\$17,487.16
#37	September 30, 2017	Drummey Rosane Anderson	\$24,106.75
#19212	September 30, 2017	Colliers International	\$14,550.00
#2413	September 28, 2017	Sustainable Engineering Solutions	\$2,650.00
#27147	June 21, 2017	Anchor Engineering	\$841.00
#COM-1579-17/21	August 31, 2017	W.B. Meyer	\$2,522.00
#45862	September 8, 2017	Union Office Interiors	\$23,496.00
#76303	September 15, 2017	Creative Office Pavilion	\$1,556.00
#6949	September 15, 2017	Insalco	\$564.00
#WBORCHHILL 18200006-1	September 27, 2017	W. B. Mason	\$1,894.16
#WBORCHHILL 172000033-1	September 27, 2017	W. B. Mason	\$92,009.59
#665716	October 5, 2017	Red Thread	\$8,748.00
#658665	August 28, 2017	Red Thread	\$75,268.00
#204789	August 1, 2017	Kittredge	\$5,094.15
#KDN3029	September 15, 2017	CDWG	\$1,125.00

Motion passed unanimously. (5-0)

Mr. Warrington presented invoices for payment for the Eli Terry project. A motion was made by Mr. Beaulieu, seconded by Mr. O'Connell, to approve payment of the following invoices for the Eli Terry project in the amount of \$68,812.14.

<b>Invoice #</b>	<b>Date</b>	<b>Company</b>	<b>Amount</b>
#20238	September 30, 2017	Moser Pilon Nelson	\$64,239.75
#19211	September 30, 2017	Colliers International	\$4,325.00
#3365265	August 31, 2017	The Hartford Courant	\$247.39

Motion passed unanimously. (5-0)

Mr. Warrington presented invoices for payment for the Philip R. Smith project. A motion was made by Mr. Montana, seconded by Mr. O'Connell, to approve payment of the following invoices for the Philip R. Smith project in the amount of \$59,173.38.

<b>Invoice #</b>	<b>Date</b>	<b>Company</b>	<b>Amount</b>
#20237	September 30, 2017	Moser Pilon Nelson	\$55,500.00
#19123	September 30, 2017	Colliers International	\$3,426.00
#3365265	August 31, 2017	The Hartford Courant	\$247.39

Motion passed unanimously. (5-0)

Approval of FF&E Quotes and Change Orders: Mr. Warrington provided background information on the change orders being presented. He provided members with a spreadsheet representing the wish list received from OH administration. Mr. Warrington and Mrs. Cahill responded to commission member questions. Following the discussion, the following motions were made:

A motion was made by Mr. Montana, seconded by Mr. Beaulieu, to accept Lakeshore Learning Materials proposal #28555 dated June 20, 2017 in the amount of \$4,414.80. Motion passed unanimously. (5-0)

A motion was made by Mr. Beaulieu, seconded by Mrs. Kelley, to accept Red Thread quote #682224 dated September 29, 2017 in a modified amount of \$2,210.28.

Discussion: Commission members discussed a discrepancy in the quote related to items as compared to a previously approved change order. Mr. Warrington advised that he would request Red Thread to lower their quote appropriately. The original amount presented was \$2,424.26.

Motion passed unanimously. (5-0)

A motion was made by Mr. Montana, seconded by Mr. O'Connell, to accept Robert H. Lord quote #32844D dated September 28, 2017 in the amount of \$2,270.70. Motion passed unanimously. (5-0)

A motion was made by Mrs. Kelley, seconded by Mr. O'Connell, to accept Insalco Quote #2017-10415 dated June 21, 2017 in the amount of \$2,052.00. Motion passed unanimously. (5-0)

A motion was made by Mr. Montana, seconded by Mr. O'Connell, to approve the quote from G. Donovan and Associates in the amount of \$3,630.00 for tack boards. Motion passed unanimously. (5-0)

Mr. Warrington advised that the following quotes were provided by the technology department for additional items required based upon their recommendation. Mr. Warrington and Mrs. Cahill responded to commission member questions and provided background on each of the additional requests.

A motion was made by Mr. Beaulieu, seconded by Mr. O'Connell, to accept CDWG quote #1BS3YC3 dated September 6, 2017 in the amount of \$1,200.00. Motion passed unanimously. (5-0)

A motion was made by Mr. O'Connell, seconded by Mr. Montana, to accept Apple Education quote #2102920112 dated September 27, 2017 in the amount of \$5,880.00. Motion passed unanimously. (5-0)

A motion was made by Mrs. Kelley, seconded by Mr. O'Connell, to accept UZBL quote #6888 dated October 2, 2017 in the amount of \$480.00. Motion passed unanimously. (5-0)

A motion was made by Mrs. Kelley, seconded by Mr. O'Connell, to accept RnB quote #17062 dated September 27, 2017 in the amount of \$9,820.94. Motion passed unanimously. (5-0)

A motion was made by Mr. Beaulieu, seconded by Mr. Montana, to accept RnB quote #17101 dated October 5, 2017 in the amount of \$1,762.77. Motion passed unanimously. (5-0)

A motion was made by Mr. O'Connell, seconded by Mr. Montana, to accept New Horizon Communications quote dated October 3, 2017 in the amount of \$314.00. Motion passed unanimously. (5-0)

Approve Request for Proposal for Classroom Rugs: Mr. Warrington advised that the school is requesting twenty-nine rugs for classrooms that were not purchased through the FF&E package. The commission discussed ways in which to expedite the purchase.

A motion was made by Mr. Montana, seconded by Mr. O'Connell, to authorize Colliers to advertise for bid not to exceed \$12,000 for twenty-nine 9 x 12 rugs. Motion passed unanimously (5-0)

Discussion and Possible Action on Proposed Change Orders to Gilbane Building Company: Mr. Warrington reviewed the change orders being presented for approval and responded to commission member questions. Following the discussion, the following motion was made:

A motion was made by Mr. Montana, seconded by Mr. O'Connell, to accept the following change orders as presented:

- OS-159 in the amount of \$4,092.00
- OA-008 in the amount of (\$50.00)
- OS-155 in the amount of \$405.00

Motion passed unanimously. (5-0)

Review and Approval to Post RFP for Commissioning Services: Mr. Warrington provided the commission with a draft RFP for commissioning services and responded to commission member questions. He advised that he would expect the PBC to shortlist the commissioning agents at the November 8 meeting, with interviews being scheduled on November 15. Commission members provided their feedback regarding the RFP.

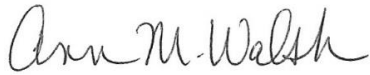
A motion was made by Mrs. Kelley, seconded by Mr. O'Connell to approve the issuance of the RFP for Commissioning Agent Services for the Eli Terry and Philip R. Smith Elementary Schools. Motion passed unanimously. (5-0)

Update from Moser Pilon Nelson on Phase Two: Mr. Pearson advised the commission that Moser Pilon Nelson has been holding programming meetings with all staff and has toured both schools. He reported that MPN had done an analysis of the overall educational specifications and were very comfortable with them. He noted that the architects are currently having early conversations regarding the layout of each building and whether or not they would be constructed as one or two-story buildings. Next week, Moser Pilon Nelson will discuss their thoughts with the principals.

#### Adjournment

On a motion made by Mr. Montana, seconded by Mr. O'Connell, the meeting was adjourned at 7:50 PM. Motion passed unanimously. (5-0)

Respectfully submitted,

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

Ann M. Walsh, Clerk