

**PUBLIC BUILDING COMMITTEE**  
**TOWN OF SIMSBURY**

Minutes of the Regular Meeting  
February 5, 2024  
*Subject to Approval*

There being a quorum present, Chair Derr called the Regular Meeting of the Public Building Committee to order at 7:05 p.m., conducted via Zoom. The meeting was streamed live on Simsbury Community Television.

Present

- |  |  |
|--|--|
| <input type="checkbox"/> Mr. David Soskin                | <input checked="" type="checkbox"/> Mr. John Salvatore |
| <input type="checkbox"/> Mr. Michael Egan                | <input checked="" type="checkbox"/> Mr. Ryan Burns     |
| <input checked="" type="checkbox"/> Mr. Lucian Dragulski | <input checked="" type="checkbox"/> Mr. William Clegg  |
| <input checked="" type="checkbox"/> Mr. Richard Derr     | <input checked="" type="checkbox"/> Mr. David Moore    |
| <input checked="" type="checkbox"/> Ms. Dagny Griswold   |  |

1 Guests

2 **Simsbury Engineering Department:** Thomas J. Roy, PE, Director of Public Works/Town  
3 Engineer

4 **Simsbury Public Schools:** Jason Casey, Director of Infrastructure

5 **Tecton:** Justin Hopkins, Architect and Rachel Pepin

6 **Arcadis:** John Butkus, Senior Program Manager and Zach Machold, Onsite Project Manager

7 **O&G:** David Pariseault, Project Manager and David Cravanzola

8 **Minutes Recorder:** Jessica Campbell, Administrative Secretary with WPCA

9

10 **1. PUBLIC AUDIENCE**

11 There were no public audience comments.

12 **2. MINUTES OF THE JANUARY 8, 2024, REGULAR MEETING**

13 *Mr. Clegg made a motion to approve the January 8, 2024 Meeting Minutes. Mr. Burns seconded*  
14 *the motion, and it passed unanimously. Mr. Moore abstained from voting.*

15 **3. LATIMER LANE RENOVATION**

16 **a. Arcadis Report**

17 Mr. Machold reported that construction has continued throughout the month of January. Included  
18 in the report is a 90-day construction look ahead. Phase 2B areas of renovation have started. There  
19 have been no major budget changes; currently, they have expended 58.7% of the overall budget  
20 and 61.3% of the owner's contingency. Mr. Pariseault explained that the project is approximately  
21 65% complete with 67% of billing.

22 **b. Tecton Report**

23 For the month of January, Mr. Hopkins reported a total of 13 new construction RFIs, for a total of  
24 236, and 5 new submittals, for a total of 430. There is an application for payment number 14.  
25 Tecton held 9 meetings, to include working group, OAC, and subcontractor coordination meetings.  
26 Tecton issued 8 bulletins for proposal requests and ASIs. Tecton is meeting with the State this  
27 month for PCR review for FF&E and technology. As part of the PBC packet, Mr. Hopkins  
28 provided furniture floor plans, as well as a summary presentation. Tecton is currently under the  
29 FF&E budget of \$1,613,500. Mr. Hopkins presented a budget breakdown for FF&E and  
30 technology for Phase 3.

31 Mr. Clegg inquired if there are any long-lead issues. Mr. Hopkins stated the interactive displays  
32 need to be ordered, but the lead time for FF&E is tracking 16-20 weeks. This was a strategy with  
33 Simsbury Public Schools and Principal Luzietti to make sure existing furniture is used. There is  
34 adequate lead time for FF&E.

35 Mr. Hopkins proposed a formal vote to approve the FF&E and technology packages and budget  
36 of \$1,607,633 with the breakdown being \$1,213,406 for FF&E and \$394,227 for technology.

37 *Mr. Burns made a motion to accept the bid documents and to provide Tecton authorization to*  
38 *submit the documents to the Office of Grants Administration for state review. Mr. Moore*  
39 *seconded the motion, and it passed unanimously.*

40 **c. O&G Report**

41 Mr. Pariseault shared that Phase 1 is 100% complete. The punch list items started at approximately  
42 300 items and is now down to 50 items that will have to wait for spring.

43 For Phase 2A, the work is approximately 20% complete. Mechanical, electrical, plumbing, and  
44 sprinkler rough-ins are currently being addressed. New window installation has begun. Wall  
45 framing and spray insulation has been completed. The building inspector assessed and passed in-  
46 wall mechanical. Installation for walls and ceiling sheetrock has begun. Steel framing and angle  
47 irons were installed. The Phase 2B abatement is complete. General demolition is in the clean-up  
48 stage right now. There is no site work activity at this time due to weather conditions. The remaining  
49 value for the contingency is \$428,397 with approximately \$37,000 in CM allowances and  
50 \$400,000 in contractor allowances.

51 **d. Request for Purchase Orders**

52 Mr. Machold explained there is a purchase order request for Singer of \$1,078.15 for small ware  
53 items identified by the kitchen staff for normal operation.

54 *Mr. Moore made a motion to approve the purchase order. Mr. Dragulski seconded the motion,*  
55 *and it passed unanimously.*

56 e. Proposed Change Orders (PCOs)

57 *Mr. Moore made a motion to approve PCO-123 (R2) change of \$12,306 from CM contingency*  
58 *with no cost change to the project. Mr. Burns seconded the motion with Mr. Salvatore opposing.*  
59 *Motion carries.*

60 *Mr. Moore made a motion to approve PCO-132 (R2) change of \$9,320 from the CM contingency*  
61 *fund with no cost change to the project. Mr. Salvatore seconded the motion, and it passed*  
62 *unanimously.*

63 *Mr. Moore made a motion to approve PCO-135 (R3) change of \$4,706 from the CM contingency*  
64 *with no cost change to the project. Ms. Griswold seconded the motion, and it passed*  
65 *unanimously.*

66 Mr. Machold asked for PCO-143 to be tabled; the restocking fee on the proposal needs to be  
67 researched.

68 *Mr. Moore made a motion to approve PCO-146 change of \$4,718 from the owner's contingency*  
69 *with no cost change to the project. Mr. Salvatore seconded the motion, and it passed*  
70 *unanimously.*

71 *Mr. Clegg made a motion to approve PCO-150 change of \$9,085 from the CM contingency with*  
72 *no cost change to the project. Mr. Moore seconded the motion, and it passed unanimously.*

73 Mr. Cravanzola asked for PCO-152 to be tabled in order to understand the requirements of mock  
74 up and obtain details regarding approval.

75 *Mr. Moore made a motion to approve PCO-156 at \$0 and no cost change to the project. Mr.*  
76 *Salvatore seconded the motion, and it passed unanimously.*

77 *Mr. Moore made a motion to approve PCO-159 change of \$5,322 from the owner's contingency.*  
78 *Mr. Salvatore seconded the motion, and it passed unanimously.*

79 *Mr. Dragulski made a motion to approve PCO-160 change of \$2,515 from the owner's*  
80 *contingency. Mr. Salvatore seconded the motion, and it passed unanimously.*

81 *Mr. Moore made a motion to approve PCO-168 credit back to the project of \$3,423. Mr. Burns*  
82 *seconded the motion, and it passed unanimously.*

83 *Mr. Moore made a motion to approve PCO-169 no cost change. Mr. Burns seconded the*  
84 *motion, and it passed unanimously.*

85 *Mr. Moore made a motion to approve PCO-170 change of \$186,646 from the owner's*  
86 *contingency. Mr. Clegg seconded the motion, and it passed unanimously.*

87 *Mr. Moore made a motion to approve PCO-179 transfer of funds \$200,000 from the CM*  
88 *contingency back to the owner's contingency. Mr. Clegg seconded the motion, and it passed*  
89 *unanimously.*

90 *Mr. Moore made a motion to approve PCO-171 change of \$1,242 from the CM contingency.*  
91 *Mr. Salvatore seconded the motion, and it passed unanimously.*

92 *Mr. Moore made a motion to approve PCO-176 change of \$19,777 from the owner's*  
93 *contingency. Mr. Dragulski seconded the motion, and it passed unanimously.*

94 *Mr. Moore made a motion to approve PCO-178 change of \$8,418 from the owner's*  
95 *contingency. Mr. Salvatore seconded the motion, and it passed unanimously.*

96 **f. Arcadis Invoice #34411545**

97 *Mr. Salvatore made a motion to approve the payment of Arcadis Invoice #34411545, dated*  
98 *1/11/2024, in the amount of \$13,318. Mr. Moore seconded the motion, and it passed*  
99 *unanimously.*

100 **g. Arcadis Invoice #34414497**

101 *Mr. Moore made a motion to approve the payment of Arcadis Invoice #34411545, dated*  
102 *1/30/2024, in the amount of \$13,318. Mr. Salvatore seconded the motion, and it passed*  
103 *unanimously.*

104 **h. Tecton Invoice #46964**

105 *Mr. Salvatore made a motion to approve Tecton Invoice #46964, dated 1/29/24, in the amount*  
106 *of \$20,973. Mr. Moore seconded the motion, and it passed unanimously.*

107 **i. Meyer Invoice #220-052250**

108 *Mr. Moore made a motion to approve Meyer Invoice 220-052250, dated 12/31/23, in the*  
109 *amount of \$100.80. Mr. Burns seconded the motion, and it passed unanimously.*

110 **j. Meyer Invoice #220-053432**

111 *Mr. Moore made a motion to approve Meyer Invoice 220-053432, dated 1/31/24, in the amount*  
112 *of \$100.80. Mr. Burns seconded the motion, and it passed unanimously.*

113 **k. Connecticut Communications Invoice #36850-TP**

114 *Mr. Moore made a motion to approve Connecticut Communications Invoice #36850-TP, dated*  
115 *12/14/23, in the amount of \$8,765. Mr. Burns seconded the motion, and it passed*  
116 *unanimously.*

117 **l. O&G Pay Application #14**

118 *Mr. Dragulski made a motion to approve the payment of O&G Payment Application #14, dated*  
119 *2/1/2024, in the amount of \$897,269.94. Mr. Burns seconded the motion, and it passed*  
120 *unanimously.*

121 **4. Eno Memorial Hall HVAC Upgrade Project**

122  
123 Tom Roy, Director of Public Works and Town Engineer, disclosed the new Town Manager,  
124 Marc Nelson, felt the Eno Memorial Hall project could be done without going through the PBC  
125 process and the PBC would be updated periodically. On advisement from Chair Derr, the Town  
126 Manager will have a meeting with the First Selectman about the project in the month of February  
127 with an update by the next board meeting.

128  
129 **5. Officers for the Public Building Committee**

130 Chair Derr shared that, traditionally, members of the committee will discuss among themselves  
131 who is interested in the Chairman, Vice Chairman, and Secretary positions. A slate of officers  
132 are put together, brought forward in a motion in the next meeting, and a vote will take place.  
133 Rules of the committee have been provided. Mr. Roy suggested that modifications can be made  
134 to the rules and procedures to reflect the duties of the Secretary, as the meetings are managed by  
135 a clerk and prepared by Town staff.

136 Mr. Burns presented the possibility of amending quorum requirements to conduct business. Per  
137 Mr. Burns, state law does not require the majority of total number of seats available but, rather,  
138 the total number of appointed members in order to reduce the quorum minimum from 5 to 4  
139 members.

140 Chair Derr discussed avoiding subcommittees due to the irregularity of posting subcommittee  
141 meetings and subjecting the subcommittees to residents' concern and possible filings under the  
142 Freedom of Information Act.

143 **6. Additional Comments**

144 Mr. Moore suggested changing monthly meetings to avoid scheduling conflicts. Mr. Burns  
145 clarified that the Public Building Committee filed an annual calendar with the Secretary of the  
146 State; changing the meeting dates would reclassify the meetings to Special Meetings and subject  
147 the board to different requirements.

148 Mr. Casey brought to Chair Derr's attention that the Town has kept a contact list for the  
149 members; however, the information needs to be updated. Mr. Casey will follow up with the  
150 committee via email for updated contact information.

151 **ADJOURNMENT**

152 *Mr. Moore made a motion to adjourn the meeting at 8:35 p.m. Mr. Salvatore seconded the*  
153 *motion, and it passed unanimously.*

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