

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	

Guests

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

Simsbury Public Schools: Jason Casey, Director of Infrastructure

Tecton: Justin Hopkins, Architect and Rachel Pepin

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

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

Minutes Recorder: Jessica Campbell, Administrative Secretary with WPCA

1. PUBLIC AUDIENCE

There were no public audience comments.

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

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

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.*

e. Proposed Change Orders (PCOs)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

f. Arcadis Invoice #34411545

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

g. Arcadis Invoice #34414497

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

h. Tecton Invoice #46964

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

i. Meyer Invoice #220-052250

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

j. Meyer Invoice #220-053432

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

k. Connecticut Communications Invoice #36850-TP

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

l. O&G Pay Application #14

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

4. Eno Memorial Hall HVAC Upgrade Project

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

5. Officers for the Public Building Committee

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

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

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

6. Additional Comments

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

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

ADJOURNMENT

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