

**PUBLIC BUILDING COMMITTEE**  
Regular Virtual Meeting Minutes  
July 7, 2021  
*Subject to Approval*

Chairman Ostop called the Regular Virtual Meeting of the Public Building Committee to order at 7:00 p.m. on Wednesday, July 7, 2021, via Zoom in Simsbury, CT.

Present – Chairman Ostop, Messrs. Salvatore, Kelly, Burns, Cortes, Egan and Dragulski

Excused – Messrs. Derr

Guests - Mr. Shea, Town Engineer; for Simsbury Public Schools – Andy O’Brien; and Jason Casey; for Downes Construction Company – Steve Smith; for Kaestle Boos – Jennifer Mangiagli, Project Architect and Manager; for Colliers – Ken Romeo, Owner’s Rep; and for Jacunski Humes – Al Jacunski

No public audience comments.

**1. Minutes of the June 9, 2021 Regular Virtual Meeting**

*Mr. Kelly made a motion to approve the June 9, 2021 Regular Virtual Meeting Minutes, as written. Mr. Cortes seconded the motion, and it passed unanimously.*

**2. Board of Selectmen Liaison Report**

No BOS report.

### **3. SHS Re-roofing Project**

#### **a. Al Jacunski Update**

Mr. Jacunski reported that a 4<sup>th</sup> job meeting was held today and will be held every Wednesday at 9 a.m.; Chairman Ostop requested a copy of those meeting minutes for the file and Mr. Jacunski will provide them. He continued that as of today 23.2% of the roof area is replaced and they are working on the east side of the building lower level and in 2 days will move to the upper level working easterly and progress is good; the metal fascia was approved last week and installation has begun on the southeast corner. He noted Chairman Ostop visited the site on 6/23 and noted debris in neighbor yards and that hard hats should be worn and those issues were addressed with the contractor, Greenwood Industries. He approved requisition #2 from Greenwood for \$201,210, which brings project billing to 33% reflecting stored materials located on site.

***Mr. Salvatore made a motion to approve Application for Payment No. 2 to Greenwood Industries, Inc. at an amount of \$201,210.00. Mr. Cortes seconded the motion, and it was approved unanimously.***

#### **b. Change Order #1**

Mr. Jacunski noted this is a credit is being accepted due to the elimination of the base sheet, which is a standard installation if the gypsum deck cannot be used because of poor adhesion; therefore, Alternate #2 was recommended for acceptance decreasing the job \$101,000 from \$1,891,000 to \$1,790,000. He added there may be a small change order in the future for some added gym roof top flashing required for HVAC equipment being installed post-bid. He noted Mr. O'Brien is assisting the contractor with odds and ends and there is good cooperation by school staff.

***Mr. Burns made a motion to accept Change Order #1 for a credit of \$101,000.00. Mr. Kelly seconded the motion, and it was passed unanimously.***

#### **c. Jacunski Humes Invoice #21166**

***Mr. Burns made a motion to approve payment to Jacunski Humes for Invoice #21166 at a cost of \$1,180.00. Mr. Cortes seconded the motion, and it passed unanimously.***

#### **4. Henry James Memorial School Project**

##### **a. Architect Monthly Report**

The Architect's Report was provided by Jennifer Mangiagli dated 7/1/21. She recommended approval of Application for Payment #27; two change orders credits coming back to the owner from allowances; she found Change Order #19 acceptable; she provided a final change order log for the record, including some credits and no design change orders; and noted Downes is waiting on a few documents for closing out the project. She will check for any outstanding KB invoices for future consideration.

##### **b. Collier's Monthly Report**

Mr. Romeo added his page 1, paragraph 2 items should be considered by PBC as the 20-year State timeclock begins for the next Henry James Memorial School projects and reimbursements showing paperwork in order. Mr. Casey confirmed he is aware and closeout is on track. Mr. Romeo noted payment of all invoices with August 15<sup>th</sup> the target closeout date with the exception of site restoration items that could not proceed until the growing season. He highlighted importance of accuracy of the State forms for closeout to assure proper submission; Mr. Casey indicated they are on top of it.

##### **c. Construction Manager Project Update – Downes Construction Co.**

Mr. Smith noted his report provided Change Order #19 with previously approved COPs; and the last 2 trade allowances and credit from contingency for July and final trade billings. He indicated landscaping with fall planting starting in mid-August and lawn establishment extending into end/September and following architect review is 95% is acceptable, but reseeding (done twice so far) will need to be done again in the fall. Mr. O'Brien appreciated their efforts to assure a satisfactory result given weather conditions. Mr. Shea commented that alternatives were discussed including taking a performance bond for the value of remaining site work directly from the subcontractor, Mid State Construction and closing out the contract, but Downes would be paid in full with no leverage to assure their support in completing the site work. Mr. Shea continued that an alternative is to keep the project open with the negative impact that the clock will not start ticking for the

next grant eligible project in 20 years per the State grant requirements, but a State grant cannot be applied for anyways until June 2022 with nothing really lost. Mr. Casey preferred waiting until the October 1<sup>st</sup> growing season and then taking a look at the bond.

Mr. Smith noted the punch list items in the Downes report Item 2.

Mr. Smith discussed the insurance claim for water damage and that Travelers does not recognize the hazardous removal material, so they are working to get coverage through another company with review continuing.

Mr. Smith noted the two MJ Daly claims and that the Town is checking with counsel. Mr. Shea confirmed they checked with the attorney and there is no change in his legal opinion. Chairman Ostop suggested Mr. Smith negotiate and discuss further with MJ Daly.

d. Change Orders on Downes Procore website – you will need to login

Mr. Smith reviewed change order proposal credits to the owner for COP #314 for acoustical ceiling panels \$53,589.22; #314a is a credit error adjustment to the owner for an additional \$288.34; #326 is a credit to the owner for unused painting allowance \$5,419.60 and #339 credit to the owner for electrical \$47,138.04.

***Mr. Cortes made a motion to accept Downes change order credits to the Town for: COP #314 for acoustical ceiling panels in the amount of (\$53,589.22); COP #314a credit error adjustment for an additional (\$288.34); COP #326 for unused painting allowance in the amount of (\$5,419.60); and COP #339 for electrical in the amount of (\$47,138.04). Mr. Kelly seconded the motion, and it was passed unanimously.***

e. Pay Application #27 – Downes Construction Co.

Mr. Smith will make sure that the Town has an architect-signed executed copy of the pay application.

*Mr. Salvatore made a motion to accept Downes' Pay Application #27 in the amount of \$204,603.83. Mr. Kelly seconded the motion, and it passed unanimously.*

## **5. Latimer Lane Renovation**

### **a. RFP for Architect**

Mr. Casey reported that the application to the State has been submitted with the next steps being to hire an architect, owner's representative, and construction manager and requested PBC's assistance with an RFP for the architect and owner's representative, as provided in the packet. The members discussed the RFP and Mr. Shea confirmed they are similar to those developed in the past and fees of course will be negotiated with the due date of 7/29 for submission of proposals followed by a short list of 4 for interviews. Chairman Ostop anticipated the Town will have a space to conduct the interviews and directed Mr. Casey to get the RFP out for the architect.

### **b. RFP for Owners Representative**

Mr. Casey suggested bringing in an owner's representative to determine the CM and Chairman Ostop and members agreed the owner's representative solicitation should occur first; Mr. Casey provided in the meeting packet the RFP for the owner's representative and will get it out as soon as possible coordinating further with Chairman Ostop, Mr. Casey, Mr. Shea, and Mr. O'Brien.

## **6. Other**

### **a. RFP for Solar Panels at Simsbury High School Completed**

Mr. Casey indicated bids are in and the Town Energy Task Force is assisting. Chairman Ostop noted PBC is not involved. Mr. Shea confirmed the Town will not own the panels, but will buy the power. Mr. Casey confirmed the panels will be done after the new roof is completed about a year later.

## **7. Old Business**

None.

## **8. New Business**

Chairman Ostop noted Mr. Walter resigned from the Committee as of 6/25 and a new member in the industry will be sought. Mr. Shea noted there is an online application process on the Town Clerk's web page.

Chairman Ostop discussed the next Zoom meeting date as Monday, August 2<sup>nd</sup> at 7 p.m. with RFP responses for discussion. Mr. Burns wanted to assure FOI compliance and Mr. Shea responded meetings can be in person, in a hybrid setting or remotely through he believed July 2022 and advised new technology for hybrid meetings are under review. Chairman Ostop suggested the next meeting by Zoom to shortlist architects and owner's representatives and then scheduling an in-person meeting mid-August with candidates. Mr. Burns noted the sensitivity to complete bid reviews to assure following FOI guidance; Mr. Shea responded the Town Attorney has been providing guidance throughout.

## **9. Adjourn**

*Mr. Kelly made a motion to adjourn the meeting at 7:40 p.m. Mr. Cortes seconded the motion, and it passed unanimously.*

Respectfully submitted,

Janis Prifti

Commission Clerk