

PUBLIC BUILDING COMMITTEE
Special Meeting Minutes
November 15, 2021

Chairman Ostop called the Special Meeting of the Public Building Committee to order at 7:00 p.m. on Monday, November 15, 2021, via Zoom.

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

Excused – Mr. Derr

Guests - Mr. Shea, Simsbury Town Engineer; for Simsbury Public Schools – Andy O’Brien, and Jason Casey, and for Arcadis – Jack Butkus

1. Public Audience

None.

2. Approval of 11/1/21 Minutes

Mr. Salvatore made a motion to approve the November 1, 2021, Special Meeting Minutes as written. Mr. Burns seconded the motion, and it passed unanimously.

Regarding Commissioning status, Mr. Butkus advised all 3 firms interviewed have been notified and SES will be presented with an agreement based on the RFP for signature which will go to the Town Manager. Chairman Ostop indicated the need to authorize SES with a letter of intent so they can proceed right away. Mr. Butkus asked about a purchase order and Mr. Shea advised a purchase order cannot be done without a contract. Mr. Butkus spoke to SES, and they are excited to be on the team with Tecton and CES.

Chairman Ostop stated the Committee would now enter Executive Session to discuss and short list CMs to interview. He clarified that only PBC members and invited guests would attend the Executive Session discussions.

At 7:05 p.m., Mr. Kelly made a motion to adjourn to Executive Session. Mr. Cortes seconded the motion, and it passed unanimously.

3. ADJOURN TO EXECUTIVE SESSION

Pursuant to CGS Section 1-200(6)(B) and CGS Section 1-200(6)(E) to discuss matters related to Latimer Lane Elementary School Renovation Project

ADJOURN FROM EXECUTIVE SESSION

At 7:30 p.m. Mr. Kelly made a motion to adjourn from Executive Session. Mr. Salvatore seconded the motion, and it passed unanimously.

Possible Action

Chairman Ostop indicated 5 firms were short listed for interviews and the Committee must determine interview dates and obtain Library meeting room confirmation for those nights. Committee members agreed to conduct CM interviews beginning with 3 candidates on 11/22 followed by 2 candidates on 11/23; the meetings will begin at 6:30 p.m. with the first interview starting at 6:45 p.m., the 2nd interview starting at 7:30 p.m., and on 11/22 a 3rd interview starting at 8:15 p.m.; on 11/23 the same schedule will be followed with time remaining after the final 2 interviews used to discuss the candidates. Chairman Ostop stated the short list for CM interviews in alphabetical order: Fusco, Gilbane, and O&G on 11/22; and PDS and Skanska on 11/23. He confirmed the interviews will be conducted in Executive Session and Committee members discussed who else to invite, including whether the school principal has valuable input, although that has not been standard procedure. Committee members discussed their authority to make selections to perform the project; however, members believed having other parties involved present during discussions could provide valuable input, as long as they understand the rules. Chairman Ostop clarified these parties can attend the Executive Session, make any comments, and leave before the Committee makes its selection.

Mr. Egan made a motion to invite Messrs. Casey, O'Brien, Shea, representatives from Tecton and Arcadis, and the Latimer Lane School principal to sit in on CM interviews and answer questions and leave Executive Session prior to Committee vote. Mr. Cortes seconded the motion, and it passed unanimously.

4. Adjourn

Mr. Cortes made a motion to adjourn the special meeting at 7:42 p.m. Mr. Kelly seconded the motion, and it passed unanimously.

Respectfully submitted,

Janis Prifti
Commission Clerk