

PUBLIC BUILDING COMMITTEE

Regular Meeting Minutes

April 1, 2019

Subject to Approval

Chairman Ostop called the regular Meeting of the Public Building Committee to order at 7:06 p.m. on Monday, April 1, 2019 in the Board of Education Conference Room at 933 Hopmeadow Street, Simsbury, CT.

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

Excused - Messrs. Derr and Walter

Guests – Messrs. LaClair and Shea; and for Downes Construction Company – Thomas Romagnoli and Jeff Anderson, Assistant Director of Operations; for Kaestle Boos - Freddie Khericha

Chairman Ostop invited public comment – there was none.

1. Notes of the February 4, 2019 Regular Meeting

Chairman Ostop noted that approvals on the notes from the February meeting were not required and they were for information only. Mr. Cortes did request a revision to the notes including the following:

Add the full name of Rick Guliuzza from John L. Simpson Co to the end of the list of guests at the February meeting. Chairman Ostop requested that the statement noting that a quorum were not present should be moved to the section of who was present at the meeting.

Mr. Ostop requested that the statement relative to the lack of a quorum be moved in the notes to the section indicating who was present at the meeting.

2. Minutes of the January 22, 2019 Regular Meeting

The January 22, 2019 Regular Meeting Minutes were provided to attendees at the meeting for review and approval as there was no comment on the minutes.

Mr. Ostop made a motion to approve the minutes of the January 22, 2019 meeting. Mr. Dragulski seconded the motion and it was passed unanimously.

3. Board of Selectmen Liaison Report

Selectman Cook commented that the budget process was ongoing and that the matter of the Henry James Memorial School Project has been discussed and there were many opinions received on moving forward. Selectman Cook said that the budget process will move forward and there is no issue relative to this project and she would be happy to answer any questions.

4. Henry James Memorial School Project – Phase III

- a. Project Update and Cost Estimate (to be distributed at the meeting) Review - Kaestle Boos Associates & Downes Construction

Chairman Ostop ask question relative to our future committee meetings relative to the requirements of this project. Tom Romagnoli said that Downes would like to be in a position to move forward with the project and the committee agreed to an April 22, 2019 special meeting to review the recommended award of the bid and presentation of the Guaranteed Maximum Price contract from Downes.

Mr. Ostop made a motion to schedule a special meeting of the Public Building Committee for April 22, 2019 at 7:00 pm in the Board of Education Conference Room to review the bid and the Guaranteed Maximum Price contract from Downes. Mr. Cortes seconded the motion and it passed unanimously.

Tom Romagnoli then reviewed the progress report from the bids received to date along with the budgets established for each bid package. Tom Romagnoli said that Downes has received approximately 60% of the total project and the apparent low bids are approximately \$140,000 below budget. Tom Romagnoli also reviewed the schedule for scope review meetings and the current phasing plan for completing the project.

Tom Romagnoli also mentioned that a “Good neighbor” meeting with the neighborhood would be scheduled in the next several weeks to provide information about the project to the neighborhood. Burke LaClair noted the letters would be sent to the neighborhood with limits to be determined via certified mail.

Burke LaClair also reviewed a summary of soft costs associated with the project budget with the committee.

- a. van Zelm -Invoice #004709

Mr. Dragulski made a motion to approve Invoice #004709 in the amount of \$1,775.50 from van Zelm to perform Commissioning for the Henry James Memorial School Project. Mr. Eagan seconded the motion and it passed unanimously.

- e. Kaestle Boos Invoice #16018.04

Mr. Kelly made a motion to approve Invoice #16018.04 in the amount of \$36,862.50 from Kaestle Boos to perform professional services for the Henry James Memorial School Project. Mr. Salvatore seconded the motion and it passed unanimously.

5. Eno Memorial Hall Renovations

Mr. Shea provided an updated monthly financial report for the project and indicated the acoustical panels project was substantially completed in February with most of the work completed on the weekends.

a. John L. Simpson Co., Inc. – Pay Application #1

Mr. Salvatore made a motion to approve Application for Payment #1 in the amount of \$28,162.94 payment to John L. Simpson Co., Inc. Mr. Cortes seconded the motion and it was approved unanimously.

Mr. Shea also presented a change order for approval in the amount of \$145.20 for John L. Simpson Co., Inc. for some associated electrical work for the project.

Mr. Salvatore made a motion to approve Change Order #1 for the Eno Memorial Hall Acoustical Panels Project in the amount \$145.20 to John L. Simpson Co., Inc. Mr. Cortes seconded the motion and it was approved unanimously.

6. SCTV Relocation

There are no updates available for this project.

7. Old Business

Mr. Shea asked if the committee had any comment in regards to the Radio System Replacement project as discussed by Selectmen Cook at a previous committee meeting. There were no comments from the committee.

8. New Business

Mr. Shea discussed the new Social Media Use Policy that was adopted by the Board of Selectmen that are applicable to boards and commissions. Selectmen Cook briefly provided an explanation of the new policy.

Chairman Ostop noted the Regular Meeting is scheduled for May 6th, 2019 at 7:00 p.m. in the Board of Education Conference Room along with the April 22, 2019 special meeting approved at this meeting.

9. Adjourn

Mr. Kelly made a motion to adjourn the meeting at 8:04 p.m. Mr. Salvatore seconded the motion and it was passed unanimously.

Respectfully submitted,

Jerome F. Shea