

HIGH SCHOOL- ADDITIONS AND RENOVATIONS

S.P.N.042-0041 RNV

BUILDING COMMITTEE

East Hampton High School

15 N. Maple St., East Hampton, CT 06424

Thursday, October 20, 2016

Draft Minutes

Committee Members Present: Sharon E. Smith, Chairperson, Cynthia Abraham, Roy Gauthier, Steve Karney, Michael Zimmerman, Tom Seydewitz, and Alternate Member David Ninesling

Committee Members Not Present: Michele Barber and Alternate Member Thomas Cooke

Also Present: Sean Jensen and Robert Hart, Colliers International (CI); Glenn Gollenberg and Amy Samuelson, SLAM; Steve Smith, Downes Construction Company (DCC), Jon Fidler, EHHS Principal, Paul Smith, Superintendent of Schools, Glen LeConche, Town of East Hampton Building Official

Call to Order: Chairperson Smith called the meeting to order at 5:30 p.m.. Mr. Ninesling was seated as a voting member in place of Ms. Barber.

Public Remarks: None

Time Capsule Discussion: Ms. Abraham will communicate with Mr. Fidler and Superintendent Smith about a possible press release about the time capsule during November. It was noted that this item will be struck from future agendas, and if there is any necessary discussion regarding the time capsule it will take place during the Sub-Committee Reports.

Review and Approve Minutes:

September 15, 2016 Regular Meeting: *Ms. Abraham moved and Mr. Karney seconded to approve the minutes of the September 15, 2016 Regular Meeting with the changes and corrections as noted. Voted 4-0 in favor with 3 abstentions (Mr. Zimmerman, Mr. Ninesling and Mr. Gauthier).*

Discussion: among other changes, the header title of these minutes has been changed to "High School – Additions & Renovations". It was noted that the header has been incorrect on the minutes for the project, and this will be changed going forward.

October 11, 2016 Special Meeting: *Ms. Abraham moved and Mr. Karney seconded to approve the minutes of the October 11, 2016 Special Meeting regarding the weep holes. Voted 4-0 in favor, with 3 abstentions (Chairperson Smith, Mr. Zimmerman and Mr. Ninesling).*

Project Manager's Report (Colliers International):

Project Update: Please see the attached for the Owners Project Manager's Report as explained in detail by Mr. Hart. Additional details provided below.

Move/FF&E Coordination Update: The phase 4 move is scheduled to happen during the winter break in classes and turned over to the school upon the return of students. It was noted that the music multi-purpose room is complete, but does not yet have the furniture installed. It will be turned over at the same time as the music room. Phase 4 spaces include: music room(s), art, digital photo lab, PLC (Professional Learning Center), classrooms in the 700 wing.

Blue Water Update: A meeting was held yesterday (Wed. 10/19/16) with Colliers, Downes, CES (Engineers), Mr. Fidler, and the Plumber to discuss the blue water situation and plan moving forward. A specialty company, Power Hawk, will be coming in to help determine what is causing the elevated copper level. A plan will be submitted to DPH regarding clean, useable water for the kitchen. As of now, gallons of water are being used in the kitchen and bottled water is provided to the students. Mr. Jensen explained the background of the problem from back to May when the elevated copper was first detected. At that time, the old water system was still being used. After the summer work, the new system was tied into and testing occurred again. When the building was turned over to the town for use the water was fine. Follow up investigation by three different water testing agencies found elevated copper levels again. This may be due to stray current charging, and that is why Power Hawk will come in and perform electric current testing. This process may take a week, then if a problem is identified, correction of the problem and flushing of the system will take place. The importance of the high visibility of this issue was discussed at the Owner's Meeting. DPH is fully aware of the situation.

Reports and Discussion:

Construction Update (Downes): Most of this update was included in the Project Manager's Report above.

Site Work: The landscape work has been started. The fall treatments are done, and site is starting to look more finished.

Mr. Steve Smith of Downes gave an update on the weep holes. The contractor has been approved, work started this past Monday. The work is very loud due to demo hammers, so the contractor's schedule was adjusted so that the loudest work will take place after 2:00 p.m.. The Principal and Vice Principal will allow some drilling during classroom hours. There will be a slight adjustment in cost because the contractor will need to add hours and work on the weekend. The work is still being planned for completion by November 18.

Architect's Update (SLAM):

Discuss exterior signage options: A sketch will be provided soon.

Ms. Samuelson stated that they are now in the process of selecting a projection screen for the digital photo lab, and putting some finishing touches for the end of phase 4, such as adjusting the riser height in the music room.

Ms. Abraham asked about the additional seating in the cafeteria. Ms. Samuelson stated that a sketch has been provided, but there is no other update from the previous meeting. For now, additional temporary seating is being provided. Mr. Seydewitz asked if the additional seating is within code to which Ms. Samuelson stated that the sketch shows the required accessible path.

Action Items:

Approval of Invoices:

- *A motion was made by Mr. Seydewitz to approve Downes Construction Co. invoice number 22 dated 9/30/16 in the amount of \$880,373.52. Second by Mr. Gauthier. Motion passed 7-0.*
- *A motion was made by Mr. Seydewitz to approve SBS/Colliers invoice number 16684, dated 9/20/16 in the amount of \$28,443.00. Second by Mr. Karney. Motion passed 7-0.*
- *A motion was made by Mr. Seydewitz to approve SLAM invoice number 1013801, dated 10/4/16 in the amount of \$23,908.48. Second by Mr. Gauthier. Motion passed 7-0.*
- *A motion was made by Mr. Seydewitz to approve W.B. Meyer invoice number COM-547-16/5 dated 9/30/2016 in the amount of \$3,662.50. Second by Mr. Karney. Motion passed 7-0.*

- *A motion was made by Mr. Seydewitz to approve Horizon Engineering invoice number 25 dated 9/2/16 in the amount of \$3,023.00. Second by Mr. Gauthier. Motion passed 7-0.*
- *A motion was made by Mr. Seydewitz to approve two Eagle Environmental invoices, numbered 14130 and 14131, dated 10/4/16 and 9/30/16 in the total amount of \$1,470.25. Second by Mr. Karney. Motion passed 7-0.*
- *A motion was made by Mr. Seydewitz to approve Carousel Industries invoice number 1890463 dated 9/16/16 in the amount of \$1,018.00. Second by Mr. Gauthier. Motion passed 7-0.*
- *A motion was made by Mr. Seydewitz to approve Red Thread invoices numbered 587096 and 589374, dated 8/9/16 and 8/19/16 in the total amount of \$30,376.08. Second by Mr. Karney. Motion passed 7-0. Discussion occurred: It was asked why these invoices had dates in August, to which Mr. Jensen replied that these were FF&E invoices that were being held until full satisfaction of delivery.*
- *A motion was made by Mr. Seydewitz to approve Virco invoice number 91711867, dated 9/2/16, in the amount of \$1,540.00. Second by Mr. Gauthier. Motion passed 7-0.*
- *A motion was made by Mr. Seydewitz to approve De Clerq Office Group invoice number 13761, dated 8/30/16, in the amount of \$82,869.00. Second by Mr. Karney. Motion passed 7-0.*
- *A motion was made by Mr. Seydewitz to approve two Interscape invoices, numbered 3388 and 3463, both dated 10/3/16, in the total amount of \$112,304.93. Second by Mr. Gauthier. Motion passed 7-0.*

3D Printer SHI quote - \$2,464.00- John Fidler to discuss: Note that this action actually occurred after item 8 on the agenda, as the committee waited until Mr. Fidler was able to be present to discuss. Chairperson Smith asked if this item was out of scope. Mr. Jensen explained that when Mr. Stearns was still with the school, he made a technology budget for the project, with just under \$110,000 left in that budget now. He is not sure if there was a specific list for the technology. Mr. Fidler stated that he doesn't remember definitively, but this item is needed for tech ed., CAD, robotics, architecture,

etc. and is in line with the students being able to explore careers and occupations that will use this technology and is in line with the design of a 21st century building. The tech ed teacher stated that this is an essential item and he had one in his old room.

Chairperson Smith asked about future technology purchases and where they are relative to the total budget. Mr. Jensen stated that there is more technology to purchase and he now needs quotes and comps. He is not sure of the magnitude and will need to follow up with Sara Levine as he doesn't have a report with financials in front of him. Mr. Jensen stated that he thinks this fits within the surplus.

A motion was made by Mr. Karney, and seconded by Mr. Seydewitz, to accept the 3D printer shi quote in the amount of \$2,464.00, valid until 5/31/16. Discussion occurred that they will approve this in concept, but that a corrected PO is needed. Mr. Karney thinks that if the squeeze on the initial budget did not occur that this item would have been in the budget. Ms. Abraham noted that there was a budget only, not a definitive list. Mr. Gauthier asked how many other regular printers were purchased. Mr. Gollenberg noted that it is not uncommon for a 3D printer to be included in a high school curriculum. Mr. Gauthier asked if this printer will still be available, and should we be financing over 20 years technology that may be out of date? Chairperson Smith noted that based on her experience, the state doesn't care how it is financed. The funding source doesn't matter as long as the purchase is approved. Finance Director Jylkka may be doing a three year financing for technology vs. the 20 year bond, for example. She stated that she supports this purchase because it is needed for the curriculum. Mr. Gauthier stated that he is opposed until he sees a current quote. Motion passed 6-1 with Mr. Gauthier opposed.

COP 391 Transfer of CM Allowance from Oil to Electrical - \$50,000.00: Mr. Jensen gave background details on this issue, which was briefly discussed at the Special Meeting of Oct. 11, 2016. The electrical allowance has been exceeded, in part due to the electrical company billing the project while the school was being used. At that time, the billing should have been transferred to the school. Apparently the electric company was also billing the school. The bills are now being turned in correctly, but in order to cover the bills since the electrical allowance was exceeded, they are asking to transfer \$50,000 from the unused oil allowance into the electrical allowance. This is a net zero impact, no money is being added to the budget.

Mr. Zimmerman moved, and Mr. Karney seconded to approve COP 391, to reallocate funds of \$50,000 from oil to electrical. This has a net zero budget impact. Voted 7-0 in favor.

COP 20 Remove Existing Leeching Galleys per RFI #040/#541 - \$33,528.85 and COP 229 R1 Remove Existing Septic Tank per RFI #541 - \$23,758.53: These two COPs were previously signed off on with a “not to exceed” for time and materials. This action will occur tonight as the six month rule is nearing and real hard numbers have been arrived at. The total was not exceeded, and about \$1,800 was saved.

A motion was made by Mr. Karney, seconded by Ms. Abraham, to approve COP 20, dated 10/14/2016 in the amount of \$33,528.85, and also to approve COP 229 R1 dated 10/14/2016 in the amount of \$23,758.53. Voted 7-0 in favor.

Discussion occurred: Mr. Gauthier asked if Downes was confident that they were done with underground tanks. Mr. Steve Smith replied that there is only one dig site left, so they would be surprised to find tanks there, but there is always a potential.

Sub-Committee Reports: Mr. Karney asked about anticipated costs due to the blue water issue. Mr. Steve Smith replied that as of now, Superintendent Smith’s office is handling the billing.

Mr. Karney asked SLAM and Downes representatives to describe the punch list procedure. He explained that a few weeks ago, Don Harwood took him and others to the front of the building, pertinent to the remaining work done and the quality of workmanship (as to whether it was acceptable). Mr. Karney stated that he has a list of about 50 items that he saw as either incomplete, out of scope or work that was not properly executed. He is wondering whether this is in or outside the punch list and the status of the punch list.

Mr. Smith of Downes explained that it is their responsibility to finish the work, then report it as complete, so the SLAM team can come punch the list. The area Mr. Karney described is not done and hasn’t been reported as complete for punching as it’s ongoing.

Mr. Gollenberg of SLAM concurred with Mr. Smith of Downes. Oftentimes they are looking at the work as its occurring and throughout the course of construction. SLAM is working on it as well, but not until it’s reported as complete to them, then they create the punch list. Depending on what part of the work it is, they will ask different people to come and review (for example, their food-service specialists would come if it was the kitchen area, if mechanical room then engineers, etc.). Once they create the list, it goes back to Downes, who will then sign off and agree the work is completed. If some out of scope items come up then a conversation is had with the building committee. He also noted it is SLAM’s responsibility to make the determination whether work done is part of the scope and to determine the value of the work.

Chairperson Smith asked if when the finance sub-committee is discussing change orders they have a list that is referenced so they know if items are in and out of scope. Committee members answered yes, this is discussed at length. Mr. Karney stated that there are three types of COs: Discoveries that must be executed to complete the work (like the weep holes), things that need immediate response, and those requests that are felt to be out of scope and can be deferred to the end of the project for if money is left over. The last category includes many items that were taken out during value engineering and kept in a running list. Chairperson Smith noted that this is important because all committee members are accountable for these.

Mr. Karney continued that he feels the front of the building is the “best foot forward” and it is important that it should be finished and complete and the quicker the little things are corrected, the better. He also mentioned the issue of beneficial use. The longer the school uses the entrance, for example plowing snow, the greater the chance of the school inflicting damage, and then the response will be from the contractor that it was not like that when completed. The punch list can be looked to in this situation. Mr. Gollenberg noted that this issue is compounded when doing a phased project, with owners in building while work being completed. Mr. Seydewitz noted that the priority at the end of the summer was more getting the students in the building, not cleaning the brick. Mr. Karney agreed, but also noted that the time to clean the brick would have been before the landscaping was installed, as the perception is that things are not being done in a right order. Mr. Jensen noted that he believes that Downes is impacted worse if they do not act on a punch list quickly as the possibility of damage done by people in the building is compounded the longer the project goes on. Mr. Smith of Downes noted that they do not want to turn over anything that is not complete.

Chairperson’s Report: She had hoped to talk about the change order process with the state, but there are some meetings coming up with the district reps to discuss the issue. Mr. Warrington will recap for the committee once these meetings happen. Downes is tracking eligible and ineligible costs based on the rules and how old the items are. There will be a future presentation by Mr. Warrington and Mr. Steve Smith on this and how it affects the project’s bottom line.

13th Quarterly Report: It was suggested to Mr. Jensen that he note to Ms. Sirois to make sure the plan is printed in color for the Town Council to understand the phasing. Also that the state project number and title of the project need to be clarified before submitting. He was also asked to show a shadow of the demo as it’s not on the legend.

It was also briefly discussed that Mr. Jensen will follow up with Mr. Jylkka as to the financing of technology. He can bring the answer to the meeting, or invite Mr. Jylkka to come talk to the committee about that if he would like.

Public Remarks: None

Next Meeting – November 17, 2016, 5:30 p.m., High School TBell

Adjournment:

*At 6:57 p.m. a motion was made by Ms. Abraham to adjourn; seconded by Mr. Gauthier.
Motion passed 7-0.*

Respectfully submitted,

Eliza LoPresti
Recording Clerk