

HIGH SCHOOL- ALTERATION AND EXTENSIONS

S.P.N.042-0041 EA/RR

BUILDING COMMITTEE

East Hampton High School

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

Thursday, September 15, 2016

Draft Minutes

Committee Members Present: Sharon E. Smith, Chairperson, Michele Barber, Cynthia Abraham, Tom Seydewitz, Steve Karney

Committee Members Not Present: Roy Gauthier, Michael Zimmerman, and Alternates Thomas Cooke and David Ninesling

Also Present: Charles Warrington and Robert Hart, Colliers International (CI); Glenn Gollenberg, SLAM; Jeff Vossberg, Downes Construction Company (DCC), Jon Fidler, EHHS Principal, Paul Smith, Superintendent of Schools

Call to Order: Chairperson Smith called the meeting to order at 5:33 p.m..

Public Remarks: None

Time Capsule Discussion: Mr. Fidler stated that the April/May timeframe will still be good to open the time capsule. Town Council Member Josh Piteo approached him about the fact that the Town's 250th Anniversary is in 2017 and was wondering if they could link the two events somehow. Ms. Abraham stated that a press release will be issued sometime in October or November.

Review and Approve Minutes:

August 18, 2016 Regular Meeting: *Ms. Barber made a motion, seconded by Mr. Karney, to approve the meeting minutes with the changes as noted. Voted 5-0.*

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.

Move/FF&E Coordination Update: Mr. Warrington noted that some FF&E vendors have been harder to work with than others. Some orders are coming in as incomplete, and some phase 4 furniture is starting to be delivered too soon. It was noted that invoices are being held until all parts of an order are

delivered correctly and that items will be sent back if the Project Manager is not onsite to make sure they are received correctly.

Mr. Seydewitz asked if there would be furniture provided for the patio outside the café; the answer is no.

Mr. Karney asked Mr. Fidler if any FF&E issues were holding him up to which he replied that they are making do at this point with some temporary furniture where needed. He noted some glitches with smart boards.

State Change Order Update: Mr. Warrington explained that the CT Office of School Construction Grants reinterpreted an existing statute, which most school districts are calling a “rule change”. The change took place in April of 2016. Now, the Change Order needs to be submitted to the state within six months of the first direction of work – be that an email, job ticket, etc.- for it to be eligible for reimbursement. Prior to April the understanding by Colliers and Downes Construction was that the Change Order needed to be submitted within six months of when the Project Manager and Subcontractor executed the CO. This interpretation is being applied retroactively for the entire project.

Downes will be putting together a spreadsheet of all COs for the Committee to see what may potentially be considered ineligible expenses based on the new interpretation. This will be looked at during the October meeting.

Discussion occurred on getting the State Legislators involved, especially as this effects all districts with projects. It was suggested that Art Linares and Melissa Ziobron be invited to the meeting during which this will be discussed.

Weep Hole Bid Update: Permission to go out to bid for this project was received today. Steve Smith (of Downes) will be advertising this next week. This is a unique situation, as this is similar to a change order, but since it will involve a new contractor it is considered another phase of the project and the aforementioned six month CO rule will not apply.

Mr. Gollenberg noted that asbestos was found when removing the tarpaper mastic behind the brick. This will need to be abated and will be done with the onsite abatement contractor. Mr. Warrington stated he would check into whether the ACM abatement makes any separation difference while using the new contractor that will be fixing the weep holes.

Review of Change Orders Approved since 8/18/16: Change orders were reviewed. Mr. Hart and Mr. Vossberg explained each item on the list in detail.

Reports and Discussion:

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

TBell and Library Status: Occupied

Fitness Center, Gym Storage and Bathrooms near gym

Kitchen renovations: Complete

Phase 3 renovations: The entire Eastern front of the building is now occupied. Punch lists are being worked on.

Phase 4 renovations: Construction is ongoing. The digital photo lab is almost complete and ready for inspection.

Site Work: A pre-installation meeting for landscaping will be held in the next week. Paving is complete. They are awaiting water test results on the booster well.

Mr. Vossberg noted that some smart board glitches are being worked on with Ms. Levine and that the music multipurpose room will most likely be completed the next week and the custodial area by the end of the month.

Architect's Update (SLAM):

Discuss exterior signage options: A sketch will be issued for putting the signage on the upper roof soon.

Mr. Gollenberg stated that a sample of the window film is up in the gym and an additional sample has been requested for the West wall to see the impact. Mr. Karney mentioned that it is hard to see with the temporary shades up; these needed to be put up because of sun issues in the afternoons.

A discussion occurred on seating in the cafeteria. As of now there is a shortage of tables/seating and some students are utilizing the patio outside as the weather is still nice. Two more circular tables could be useful, and turning the tall 2-tops into 3-tops will also help. It was noted that the students really appreciate the choices of seating.

Mr. Gollenberg has looked at the new regulations in regards to the handicapped parking, which appear to be that the parking should be farther away than originally thought. When the rear parking lot is opened up there will be close handicapped parking in that area.

SLAM has scheduled photographs to be taken in the school on Columbus Day with their own models; not East Hampton students. He apologized for that not being communicated as soon as possible.

Action Items:

Approval of Invoices:

- *A motion was made by Ms. Abraham to approve Downes Construction Co. invoice number 21 dated 8/31/16 in the amount of \$1,356,751.95. Second by Mr. Karney. Discussion occurred: Mr. Seydewitz noted that this invoice is incorrect and he would like it to be tabled. The previous motion was retracted and a subsequent motion made as follows: Ms. Abraham moved to table action on the aforementioned Downes invoice #21 until the next meeting, due to errors. Second by Mr. Karney. Motion passed 5-0.*
- *A motion was made by Ms. Abraham to approve SBS/Colliers invoice number 16508, dated 8/31/16 in the amount of \$37,257.00. Second by Mr. Seydewitz. Motion passed 5-0.*
- *A motion was made by Ms. Abraham to approve SLAM invoice number 1013641, dated 8/30/16 in the amount of \$27,937.04. Second by Mr. Seydewitz. Motion passed 5-0. Discussion occurred: Mr. Seydewitz stated that he is not comfortable with the way the back-up is showing. He suggested adding a cover sheet showing the math for the 50% mark up.*
- *A motion was made by Ms. Abraham to approve W.B. Meyer invoices number 5127 dated 9/8/16, number 5130 dated 9/8/16, number COM-547-16-1 dated 5/31/16, and number COM-547-16-3 dated 6/28/16 for a subtotal of \$32,202.00. Second by Mr. Karney. Motion passed 5-0.*
- *A motion was made by Ms. Abraham to approve Eagle Environmental invoice number 13973 dated 7/29/2016 in the amount of \$11,486.25. Second by Mr. Karney. Motion passed 5-0.*
- *A motion was made by Ms. Abraham to approve Red Thread invoices number 585518 dated 7/28/16 and number 591326 dated 8/26/16 for a subtotal of \$22,809.00. Second by Mr. Karney. Motion passed 5-0.*

- *A motion was made by Ms. Abraham to approve Robert H. Lord Company invoice number 32202 dated 8/17/16 in the amount of \$14,856.96. Second by Mr. Karney. Motion passed 5-0.*
- *A motion was made by Ms. Abraham to approve Virco invoice number 91699647 dated 7/29/16 in the amount of \$13,934.00. Second by Mr. Karney. Motion passed 5-0.*
- *A motion was made by Ms. Abraham to approve Creative Library Concepts invoice number 6184 dated 7/18/16 in the amount of \$70,954.48. Second by Mr. Karney. Motion passed 5-0.*

3D Printer SHI quote - \$2,464.00: This quote came from a staff request for a 3D printer in the tech ed classroom. Mr. Fidler stated that it was thought that this printer was in the original scope of equipment, but it was not. The classroom previously had a 3D printer which is now outdated. Discussion occurred on this printer not being an eligible expense, and on using the money from the project for it, based on the fact that it would be basically taking a twenty year loan on a piece of tech equipment that may be obsolete within five years. Mr. Gollenberg will look back at the history of the printer from the original plans and report back. Mr. Karney asked Mr. Fidler if this cost can be deferred for a year to which he stated that it is possible and that the tech ed class can hopefully collaborate with the library for the moment for use of their printer.

A motion was made by Mr. Karney, seconded by Ms. Barber, to table the SHI proposal for a 3D Printer, dated 5/11/16, in the amount of \$2,464.00. Motion passed 5-0.

Additional IP phones approved with FSC - \$1,018.00: This matter was reviewed with the Finance Sub-Committee, but they felt it was prudent to ask about the expense. Mr. Karney explained that six phones are needed as there were three additional locations identified as needing phones, along with three for stock in case of breakage. After discussion it was decided that this is an expense of the project. The proposal is not in the proper format; it will be put on letterhead and then approved by the Finance Sub-Committee.

Sub-Committee Reports: Mr. Karney reported that a teacher tripped on a strike plate on the floor and will be out for two weeks due to concussion.

There was an email received from Don Harwood regarding FF&E. The email included a long list of items that are needed, which are rather expensive. The list included things such as (but not limited to) FF&E for the cafeteria, 6 lockers, a gas stove and griddle for

kitchen, filing cabinets, bookshelves, a desk for the CCTV, bulletin boards, stainless steel cabinets for bathrooms, etc. Mr. Karney suggested a prioritization of what is absolutely necessary vs. what items would be nice to have, along with which items could be purchased at a later time vs. which items would need to be installed by contractors onsite. Mr. Gollenberg will be doing research on how or why some of these items were not included originally and will respond to Mr. Warrington.

Ms. Abraham stated that there has been discussion regarding the TBell not being ready for use as community space. She alerted Superintendent Smith, who addressed the issue. Discussion on community use of the TBell occurred.

Chairperson's Report: None

Public Remarks: None

Next Meeting – October 20, 2016, 5:30 p.m., High School TBell

Adjournment:

At 7:10 p.m. a motion was made by Ms. Abraham to adjourn; seconded by Mr. Karney. Motion passed 5-0.

Respectfully submitted,

Eliza LoPresti
Recording Clerk