

**Minutes**

**Members Present:** Thomas Tyler, Anthony Tarnowski, Joe Ruiz, Lynn Goodwin, Irene Malsbenden

**Members Absent:** Paul Picard

**Others Present:** Tecton: Stephen P. Melingoni, Jeff McElravy; O&G: Lorel Purcell, Mark Jeffco; Arcadis: Pam Budas, Jack Butkus; Board of Finance Chairman Rob Tarlov, First Selectman Art Shilosky; Board of Education Liaison Brad Bernier; Representatives from Kingspan

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:05p.m..
2. **Changes to the Agenda:** A. Tarnowski motioned to add agenda item *4a. Approval of 2017 Meeting Dates*, seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**
3. **Citizen's Comments:** None
  - a. **Town email:** None
4. **Approval of Minutes - October 13, 2016:** I. Malsbenden motioned to approve the October 13, 2016 meeting minutes, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
  - a. **Approval of 2017 Meeting Dates:** I. Malsbenden motioned to approve the 2017 Meeting Dates as presented, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.** (See attached for dates)

5. **Approval of invoices:**

A. Tarnowski motioned to approve the following invoice for Tecton , seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED**

<u>Invoice</u>	<u>Amount</u>	<u>For</u>
38832	\$30,916.00	Billings to 10/31/16

J. Ruiz motioned to approve the following invoice for Arcadis, seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**

<u>Account</u>	<u>Amount</u>	<u>For</u>
0812624	\$18,543.80	Billings 9/26-10/23/16 and Commissioning

I. Malsbenden motioned to approve the following invoice for Arcadis, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**

<u>Account</u>	<u>Amount</u>	<u>For</u>
0812625	\$778.70	Billings 9/26-10/23/16 and Commissioning

Action was deferred for more clarity on Mercury Group Invoice #51361 dated 9/16/16

6. **Project Manager update and potential action:**

- Activity predominantly around getting bid out.

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TOWN OF COLCHESTER

- A progress payment of \$1.14 million was transferred to the Town's account. Another progress payment will be submitted this month.
- Budgets current to the Town as of October 31, 2016 were included in the update.
- To maintain project schedules Arcadis recommended Chairman Tyler be authorized to evaluate and approve financial transactions, within a specified dollar limit, between scheduled meetings. Other Town of Colchester school construction projects have used this successfully.

L. Goodwin motioned that the William J. Johnston Building Committee (WJJBC) authorizes the Chair to approve time sensitive purchase orders, change orders and other financial transactions valued at no more than \$20,000 without the approval of the WJJBC if deemed in best interest of the project. At the next scheduled meeting of the WJJBC, the Chair or Owner's Representative shall report on all such transactions which have transpired since the previous meeting so that they may become part of the public record. Motion was seconded by I. Malsbenden. Vote was unanimous.

**MOTION CARRIED.**

**7. Architect update and potential action:**

- Time has been spent answering questions from the bidders. Requests have been received for substitutions on some products. Two addendums have been issued.
- There was discussion on the replacement of basketball hoops, backboards, and lifts. In a "Renovate as New" any item that is not being replaced has to have a remaining life space of the new portions of the building.

L. Goodwin motioned to authorize Tecton, after doing due diligence, to issue an Alternate No 16 for gymnasium equipment in both gyms A & B with potential to repair or replace, seconded by A. Tarnowski. Vote was unanimous. **MOTION CARRIED.**

**8. Construction Manager update and potential action:**

- Accepted substitutions were discussed.
- November 15th had been the date issued but an addendum was issued tonight delaying it to November 29th.
- Twenty-three bid packages have been received and will be opened on November 29th, 2:00p.m., at Town Hall.

**9. Solar energy presentation, discussion and possible action:** Representatives from Kingspan Energy gave a presentation on the use of solar energy. They will come back on December 8th for additional discussion.

**10. Discussion on communication/social media:** No new discussion.

**11. Citizen's Comments:** None

**12. Adjournment:** I. Malsbenden motioned to adjourn seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.** Chairman Tyler adjourned the meeting at 8:51p.m.

Submitted by,  
Dawn LePage, Clerk

**All meeting will be held at 7:00pm  
WJJMS Cafeteria unless noted**

January 12

January 26

February 9

February 23

March 9

March 23

April 13

April 27

May 11

May 25

June 8

June 22 - Town Hall

July 13 -Town Hall

July 27 - Town Hall

August 10 - Town Hall

August 24

September 14

September 28

October 12

October 26

November 9

December 14

December 28