

Town of Colchester  
WJMS Building Committee  
Special Meeting  
June 8, 2016 – 7:00 PM  
WJMS Media Center

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**Minutes**

**Members Present:** Thomas Tyler, Lynn Goodwin, Irene Malsbenden, Joe Ruiz, Paul Picard

**Members Absent:** Anthony Tarnowski

**Others Present:** Director of Educational Operations Ken Jackson, Tecton Architect Chris Roof, Arcadis Project Manager Jack Butkus; Principal Chris Bennett, Board of Education Liaison Brad Bernier, Board of Finance Chairman Rob Tarlov; O&G Bruce Gelber

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:05 p.m..
2. **Citizen's Comments:** None
  - a. **Town email:** None
3. **Approval of Minutes -**

**May 26, 2016:** I. Malsbenden motioned to approve the May 26, 2016 meeting minutes, seconded by J. Ruiz. **MOTION CARRIED.**
4. **Review of Workshop Notes - June 2, 2016:** Workshop notes as prepared by Chairman Tyler were reviewed. (See attached)
5. **Approval of invoices:**
  - J. Ruiz motioned to approve Arcadis invoice 0787823 dated June 6, 2016, in the amount of \$304, for Pupil Services management fee , seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED**
  - J. Ruiz motioned to approve Arcadis invoice 0787824 dated June 6, 2016, in the amount of \$7,696, for Middle School management fee, seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**

(P. Picard arrived at this time)

  - I. Malsbenden motioned to approve Kay's Trucking invoice 44117, dated May 25, 2016, in the amount of \$5,758 for packing materials, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED,**
  - L. Goodwin motioned to approve Tremco invoice 2212720 dated May 26, 2016, in the amount of \$2,840, for Thermocore moisture analysis and trace roof analysis, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
6. **Project Manager update and potential action:**
  - J. Butkus gave a Project Status Report for month ending May 31, 2016. The State signed the school funding bill which approved school construction grants in the amount of \$47,209,213 for the Middle School and \$1,627,500 for Pupil Services.
  - The Design Development estimate is in review and several scope management items are being considered. The project will maintain budget by listing some items as "Add Alternates" at the time of bidding.
  - Arcadis will provide a monthly expenditure once a reporting protocol is established with the Finance Director.

- Phase I work is scheduled to begin upon close of the school year.

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

- C. Rock reviewed roof types and recommended for new construction a Modified Bitumen Roof. Members were in consensus to go with this type of roof.
- Conservation Commission presentation on June 8, 2016 at same time as Building Committee meeting.

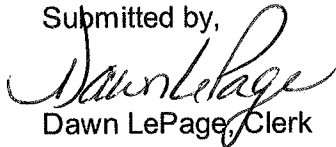
**8. Construction Manager update and potential action:** B. Gelber distributed a Design Development Estimate Reconciled Draft dated June 6, 2016. Line items were reviewed and various items were identified to be reduced to save cost. Some items were added to a "Add Alternate" list. New climbing apparatus is a better value than paying to have the old one disassembled and relocated. O&G is scheduled to have a completed Design Development Estimate done by June 21, 2016 but will need additional time. Chairman Tyler asked for a more detailed schedule for the next meeting and Tecton to do what they can to make up for lost time.

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

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

**11. Adjournment:** P. Picard motioned to adjourn seconded by I. Malsbenden. Vote unanimous. **MOTION CARRIED.** Chairman Tyler adjourned the meeting at 9:05 p.m

Submitted by,



Dawn LePage, Clerk

**Town of Colchester  
WJJMS Building Committee  
Project Workshop  
June 2, 2016**

**Meeting Notes**

- **The workshop began at 7:30 p.m.**
- **There were no citizen comments.**
- **Members of the Building Committee, Tecton Architects, O&G and Arcadis discussed pros and cons of two roofing systems related to the new construction portion of the project.**
- **Members of the Building Committee, Tecton Architects, O&G and Arcadis discussed the draft design development cost estimate for the project.**
- **There were no citizen comments.**
- **The meeting ended at 9:10 p.m.**

**Respectively submitted,**

**Tom Tyler**