

MINUTES

2018 MAR 22 PM 6:53

Members Present: Thomas Tyler, Anthony Tarnowski, Irene Malsbenden, Lynn Goodwin, Paul Picard

Members Absent: Joe Ruiz

Others Present: Tecton: Stephen Melingonis; O&G: Gus Kotait, Lewis Robson; Arcadis: Emily Sifuentes; Director of Educational Operations Ken Jackson, Board of Education Liaison Mary Bylone; Principal Chris Bennett; Vice Principal Carla Marquand; Director of Educational Technology and Instructional Innovation Darren Smith

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:09pm.
2. **Citizen's Comments:** None
Town email: None
3. **Approval of Minutes - February 22, 2018:** A. Tarnowski motioned to approve the February 22, 2018 meeting minutes, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**
4. **Approval of invoices:** I. Malsbenden motioned to approve the following invoices for a total of \$1,851,730.33, seconded by A. Tarnowski. Vote was unanimous. **MOTION CARRIED.**

VENDOR	INV. #	DESCRIPTION	PRJT. #0043	PRJT. #0044	TOTAL
O&G Industries	Application #015 Dtd. 03/05/18	CM & Construction Services Through 02/28/18	1,754,679.01	40,270.87	1,794,949.88
Tecton	Inv. #: 40537 Dtd.: 02/28/18	Billing Period 02/01/18 – 02/28/18	35,887.81	1,267.75	37,155.56
Arcadis	Inv. #: 0895333 Dtd. 03/05/18	Billing Period 01/22/18 – 02/18/18 Commissioning	14,020.00 0.00 14,020.00		14,020.00
Arcadis	Inv. #: 0895334 Dtd. 03/05/18	Billing Period 01/22/18 – 02/18/18 Commissioning		600.00 0.00 600.00	600.00
The Hartford	Acct. #: 14971780 03/01/18 Billing	Builders Risk Insurance	4,814.70	190.19	5,004.89
TOTAL					\$1,851,730.33

5. **Project Manager update and potential action:**
 - E. Sifuentes distributed the February 2018 report from Arcadis. At the time the report was printed, Payment Request #7 had not yet been received but now has been. Payment Request #8 will be submitted by the end of the March and is anticipated in May.
 - Total changes with CM contingency is at .64% (\$237,202.68).
 - The report showed \$-800,304 in owner contingency under budget adjustments. Members asked a breakdown of those adjustments be provided.
6. **Discussion and potential action on Phase IV FF&E and Technology plan:**
 - Principal Bennett requested a portion of the money that a had previously been removed from the technology budget be put back in. He provided a list of requested technology items as well as the budgeted cost, many in which he believes could come down in cost. E. Sifuentes identified which of the items will be eligible for reimbursement and which will not be. There

are a couple items, such as Touch IT/Mounts, that it has not yet been determined if will be eligible or not. A. Tarnowski questioned how close the budget is to the allowed out of pocket expense for the town. Members would like to have a better understanding of where we are in the budget before approving additional money to be put back into technology even though they realize a goal of the project is to provide 21st century technology. Arcadis will work to get a better cost of the items requested by Principal Bennett.

- A. Tarnowski motioned that the William J. Johnston Building Committee approve the Phase IV final plans, specifications and cost estimates dated March 6, 2018, and authorize Tecton Architects to submit the documents for the Furniture, Fixtures and Equipment (FF&E) and Technology phase for the William J. Johnston Middle School Addition & Renovations State Project #028-0043 and the Pupil Services Alterations State Project #028-0044 to the Office of School Construction Grants and Review for their review and approval; seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**

7. Architect update and potential action:

- Two weeks ago 95% completed documents were submitted to the Town Planner, Fire Marshall, and Health District. S. Melingonis will meet with them again to obtain required signatures for the State.
- Placement of dumpsters have been shifted slightly since last meeting resulting in a 3c scheme. Members were in agreement to go with this scheme.
- After discussion with members, Chairman Tyler cancelled the March 22nd and April 12th meetings. A special meeting will be held on April 12th.

8. Construction Manager update and potential action:

- G. Kotait distributed O&G Monthly Progress Report No. 11 through February 2018.
- Summary Data and Project Commentary were reviewed.
- Moisture testing of existing concrete slab can be removed as a cost/schedule impact item now that areas A & B have passed testing.
- Window treatments for all interior glass doors and sidelights to comply with lockdown procedure has been added to the cost/schedule impact items. These were in the plans but missed by Tecton.
- There have been no changes to GMP allowances.
- Meetings have started to discuss summer and site work.
- A. Tarnowski motioned to approve Out of Scope Change #75 for a total net sum of \$21,865 (reflects deleting Alt. #1 and adding Alt. #2), seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #76 for a total net sum of \$1,186, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**
- Out of Scope Change #78 was deferred
- Out of Scope Change #77 was previously approved by K. Jackson due to being time sensitive.

Out of Scope Changes for Approval

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reim b Elig
75	Enlarge Dumpster Pad per TA GK option 3a. Alternate # 1: Delete back Concrete extension (bleu) Deduct \$9,072 from total PCO amount. Alternate # 2: Keep Fence all around dumpster pad and leave man gate. Add \$2,921 to total PCO amount.	\$22,016.00	11-Mar-18	DD	N	Y
76	Install Scissor Lifts control boxes (Hydraulic oil tank, Pump & controls) inside the building per RFI 272	\$1,186.00	11-Mar-18	OR	N	Y
78	Exterior Staining of North Elevation A & B and Partial North Area E	\$67,489.00	6-Mar-18	OR	N	Y
		\$90,691.00				

In Scope CM Contingency Changes for Approval

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reim b Elig
		\$0.00				

Time Sensitive Changes Approved Since Last SBC Meeting

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reim b Elig
77	Add Wardrobes to Tail Cabinets in classroom in lieu of FF&E purchase	\$13,381.00	6-Mar-18	DD	N	Y
		\$13,381.00				

Time Sensitive In Scope CM Contingency Changes Approved Since Last SBC Meeting

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reim b Elig
		\$0.00				

Total PCO's presented for Approval \$94,072

Reason Code: DD = Design Deficiency, FC = Field Condition, OR = Owner's Request, AHJ = Authority Having Jurisdiction, RFI = Request for Information

9. Discussion on communication/social media: Principal Bennett he is working with PTO to set up more tours.

10. Citizen's Comments: None

11. Adjournment: I. Malsbenden motioned to adjourn, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.** Chairman Tyler adjourned the meeting at 9:28pm.

Submitted by,

Dawn LePage
Dawn LePage, Clerk