

**MINUTES**

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

**Members Absent:** Lynn Goodwin, Paul Picard

**Others Present:** Tecton: Stephen Melingonis; O&G: Gus Kotait, Mark Jeffco; Arcadis: Jack Butkus, Pam Daly; Board of Finance Liaison Mike Egan; Director of Educational Operations Ken Jackson

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:10pm.

2. **Changes to the Agenda:** None

3. **Citizen's Comments:** None  
Town email: None

4. **Approval of Minutes - December 14, 2017:** I. Malsbenden motioned to approve the December 14, 2017 meeting minutes amending agenda item 8, bullet 8, to read a *total net sum of \$24,496*, seconded by A.Tarnowski. All members voted in favor with **MOTION CARRIED.**

5. **Approval of invoices:** J. Ruiz motioned to approve the following invoices for a total of \$1,554,928.51, seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**

VENDOR	INV. #	DESCRIPTION	PRJT. #0043	PRJT. #0044	TOTAL
Tecton	Inv. #: 40632 Dtd.: 12/31/17	Billing Period 12/01/17 – 12/31/17	29,153.81	1,001.75	30,155.56
Arcadis	Inv. #: 0886087 Dtd. 01/09/18	Billing Period 11/20/17 – 12/24/17 Commissioning	14,020.00 <u>2,645.50</u> 16,665.50		16,665.50
Arcadis	Inv. #: 0886088 Dtd. 01/09/18	Billing Period 11/20/17 – 12/24/17 Commissioning		600.00 <u>104.50</u> 704.50	704.50
O&G Industries	Application #013 Dtd. 12/27/17	CM & Construction Services Through 12/31 /17	1,470,287.58	37,115.37	1,507,402.95
<b>TOTAL</b>					<b>\$1,554,928.51</b>

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

- Status of the project was reviewed including a detailed budget.
- User Change Request #010, windows in media specialists office; #011, windows in nurse's office; and User Change Request #012, additional WAP locations, all came in at a considerably lower cost than estimated.
- User Change Request #014, 22 data ports to the Mac Lab, for an estimated cost of \$8,000, was presented. Members agreed that O&G should move forward with the PCO.
- A. Tarnowski questioned IMTL doing testing on small a concrete pours. He does not feel it is necessary to spend the money on small yardage.

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

- Tecton has been working on processing new and existing RFIs and a few submittals.

RECEIVED  
COLCHESTER, CT  
2018 JAN 15 PM 2:59  
-Office Manager  
605 STATE STREET  
COLCHESTER, CT 06422

- A consultant was hired to help Tecton reach the FFE deadline. Meetings will be scheduled with the client next week to look at some of the pieces the consultant has chose.

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

- G. Kotait distributed O&G Monthly Progress Report No. 9 through December 2017.
- Summary Data and Project Commentary were reviewed.
- Masonry Contractor needs to know before spring if he should proceed with the brick staining.
- Metal panels are expected the end of the month.
- Eversource has been onsite.
- Elevator should be installed the end of February.
- Chairman Tylers asked about signage and lighting so people know where the entrance is. G. Kotait said there is an allowance in the GMP for the sign. P&Z asked that it not be illuminated. K. Jackson is going to talk to P&Z to find out what the issue is with the sign being lite up.
- A. Tarnowski motioned to approve the following Out of Scope Changes for a total net sum of \$11,418, seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.** (00058,61,62 were 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
00058	Additional Wireless Access Points per Owner Request	\$4,448.00	9-Jan-18	OR	N	Y
00060	Add Projection Screen in Multi-purpose Room	\$6,970.00	9-Jan-18	DD	N	Y
		<b>\$11,418.00</b>				

In Scope CM Contingency Changes for Approval

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

Time Sensitive Changes Approved Since Last SBC Meeting

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reim b Elig
00059	Add rough-in, wiring and sound speakers for 8th Grade Gathering space interactive screen	\$7,193.00	9-Jan-18	OR	N	Y
00061	RFI 032 Nurse's area Mode for supervisors. HMI Install Labor cost to follow.	\$2,263.00	9-Jan-18	OR	N	Y
00062	RFI 236 added windows at Media Ctr Office. HMI Install Labor cost to follow.	\$1,176.00	9-Jan-18	OR	N	Y
		<b>\$10,632.00</b>				

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

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

Total PCO's presented for Approval **\$22,050**

Reason Code: DD = Design Deficiency, FC = Field Condition, OR = Owner's Request, AU = Authority Having Jurisdiction, P=Partner

9. Discussion on communication/social media: None

10. Citizen's Comments: None

11. **Adjournment:** J. Ruiz motioned to adjourn, seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.** Chairman Tyler adjourned the meeting at 7:59pm.

Submitted by,

Dawn LePage, Clerk