

MINUTES

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

Members Absent: None

Others Present: Tecton: Stephen Melingonis, Jeff Wyszynski, Kathryn Mease; O&G: Gus Kotait, Mark Jeffco; Arcadis: Jack Butkus, Tammy Hamelin; CES: Derek Bride; Board of Education: Chairman Brad Bernier, Liaison Mary Bylone, Superintendent Jeff Burt; Director of Educational Operations Ken Jackson, Board of Selectman Liaison Rosemary Coyle, Director of Public Works Jim Paggioli, Park and Rec Commission Members: Kristin Moody, Brenda Kniska

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:05 pm.
2. **Changes to the Agenda:** None
3. **Citizen's Comments:** None
4. **Approval of Minutes - December 13, 2018:** J. Ruiz motioned to approve the December 13, 2018 meeting minutes, seconded by A. Tarnowski. L. Goodwin and I. Malsbenden abstained, all remaining members voted in favor. **MOTION CARRIED.**
5. **Approval of invoices:**
 - L. Goodwin motioned to approve the following invoices, seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**

| VENDOR | INV. # | DESCRIPTION | PRJT. #0043 | PRJT. #0044 | TOTAL |
|-------------------------------|---------------------|---|---|----------------------------|-----------------------|
| O&G Industries | Application #025 | CM & Construction Services 12/01/18 – 12/31/18 | 854,264.67 | 46,470.02 | 900,734.69 |
| | Dtd. 01/08/19 | | | | |
| Tecton | Inv. # 123118 | Billing Period 12/01/18 – 12/31/18 | 23,565.28 | 808.72 | 24,375.00 |
| | Dtd. 12/31/18 | | | | |
| Arcadis | Inv. # 0950794 | Billing Period 11/26/18 – 12/30/18 Add: FF&E / Move In Services NOV Commissioning | 14,020.00 11,828.00 2,098.41 28,946.41 | 0.00 | 28,946.41 |
| | Dtd. 01/09/19 | | | | |
| Arcadis | Inv. # 0950786 | Billing Period 11/26/18 – 12/30/18 Commissioning | 0.00 | 600.00 108.59 708.59 | 708.59 |
| | Dtd. 01/09/19 | | | | |
| IMTL | Inv. # 3202-M | Testing Services / Reports | 3,240.32 | 0.00 | 3,240.32 |
| | Dtd. 10/11/18 | | | | |
| IMTL | Inv. # 3202-N | Testing Services / Reports | 160.00 | 1,385.00 | 1,525.00 |
| | Dtd. 10/11/18 | | | | |
| IMTL | Inv. # 3202-O | Testing Services / Reports | 1,706.26 | 2,293.29 | 3,999.55 |
| | Dtd. 11/27/18 | | | | |
| IMTL | Inv. # 3202-P | Testing Services / Reports | 530.00 | 0.00 | 530.00 |
| | Dtd. 12/13/18 | | | | |
| HB Communications | Inv. # 90325445 | Technology Order | 36,433.36 | 0.00 | 36,433.36 |
| PO # 196501 | Dtd. 07/26/18 | | | | |
| HB Communications | Inv. # 90329603 | Technology Order | 17,986.50 | 0.00 | 17,986.50 |
| PO # 196501 | Dtd. 09/25/18 | | | | |
| Interscape Comm. Environments | Inv. # 3979-D | FF&E Order | 48,059.76 | 0.00 | 48,059.76 |
| PO# 185584 | Dtd. 11/01/18 | | | | |
| Kittredge Equipment | Inv. # 260818 | FF&E Order | 579.60 | 0.00 | 579.60 |
| PO# 196550 | Dtd. 01/03/19 | | | | |
| PCM-G | Inv. # B10682000101 | Technology Order | 469.00 | 0.00 | 469.00 |
| PO # 196588 | Dtd. 12/17/18 | | | | |
| Rusty Kiln | Inv. # 319 | Kiln Venting | 2,046.64 | 0.00 | 2,046.64 |
| PO# 196603 | Dtd. 01/07/19 | | | | |
| School Specialty | Inv. # 208122041146 | FF&E Order | 2,878.40 | 0.00 | 2,878.40 |
| PO # 196582 | Dtd. 11/19/18 | | | | |
| TOTAL | | | | | \$1,072,210.82 |

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6. Project Manager update and potential action:

- T. Hamelin gave the monthly report for December, including the Project Budget Summary. Total changes with CM Contingency is .017% or \$64,022.32..
- FF&E is scheduled to be delivered the week of January 21st.
- Punch list items in areas A&D are now at 95%.

(P. Picard arrived at this)

- J. Ruiz motioned to approve a purchase order in the amount of \$6,602 to be issued to Gopher for additional gym equipment and to Coach Cliff's Gag Ball Pits, LLC, seconded by A. Tarnowski. Vote was unanimous. **MOTION CARRIED.** (This amount includes \$263 for a clock timer that was originally ordered from NE Fitness but will now be supplied through Gopher. There will be a \$197 credit from NE Fitness.)
- The following User Change Requests were submitted: UCR #19 – Extend Wood Fence & Add Curbing at Both Ends of the Parking Spaces in Front of the Rain Garden/Loop Driveway • UCR #20 – Relocate the TouchIT Screen from North Wall to East Wall in Health Classroom RM E114 • UCR #21 – Add Pollination (Butterfly) Garden to the Exterior of the Building • UCR #22 – Add Emergency Stop Button to the Design & Engineering RM D102 • UCR #23 – Add a Key Lock to the Stoves located in Innovations RM C123 & Unique Learners RM B106 • UCR #24 – Add Window Lockdown Shades in the Support Staff Doors in Guidance • UCR #25 – Add Sun Shade to the Courtyard Amphitheater • UCR #26 – Add Chain Link Fence around the (2) Sports Fields UCR #27 – Add Paint to the Mezzanine in Area E • UCR #28 – Add Paint to the Basement Area in Area E.
- USR #26 does not need to include fencing around all of the field. Fencing is only needed to prevent cars from driving on the field. Members suggested the same timber fencing be used that is already being used in the parking lot.
- There was a general consensus to move forward to obtain pricing for all USRs.

7. Architect update and potential action:

- Jeff Wyszynski reviewed the Architects Report.
- Partial pricing has been received for alternate options to the blinds on doors.
- Members discussed brick staining. They would like a cost on doing all optional staining based on Option B as presented at a prior meeting. No brick would be stained on the back with the exception of the area where pink brick remains. The top band of Gym B would be solid black.
- Tecton has reviewed additional products used as a solution to the acoustical problem with chairs moving. Products have improved but none have eliminated the concern.
- On-site tests were completed during the break by the Acoustical Consultant. Final analysis and recommendations are expected next week. Tecton will provide an action plan based on the results for the next meeting.
- CES completed an on-site evaluation to address HVAC control issues. Adjustments to the programming were made. Principal Bennett said he has not heard of any issues recently. Members did ask the temperature in the cafeteria be looked at as cold air was blowing continuously during the meeting.
- Tecton rejected the current installation of the steamer and kettle. There is a meeting next Tuesday with a manufacturer representative to discuss a solution.
- Tecton issued a sketch to O&G for pricing to alter the dumpster area to allow for the truck to be able to access dumpsters the way they need to. Pricing is expected next week.
- The preferred connection assembly and scope of work for the TouchIt boards was reviewed and coordinated. A PCO was issued to O&G. Pricing has not yet been received.

8. Construction Manager update and potential action:

- G. Kotait distributed O&G Monthly Progress Report No. 21 through December 2018.
- Summary Data and GMP allowances were reviewed.
- The temporary driveway to CES will be closed starting January 24th and the new traffic path will be implemented.
- The gym is scheduled to be turned over to the school for use the first week of February.
 - **A. Athletic field irrigation discussion:**
 - Chairman Tyler proposed a sports system Water-Reel irrigation system in place of an in-ground irrigation system. J. Paggioli said the water reel is not an option for WJMS as it would have to operate in an area that is open to the public and adjacent to areas with children. The system would also require an employee to be present during use to make sure no children interfere with the system. He does not feel this is cost effective.

The system also does not irritate the field at an optimum time. His request is that the irrigation system is put forth as part of the project. BOE Chairman Bernier stated that he has a consensus of BOE members to support the irrigation system and add incur the cost of water. Park and Rec Commission members spoke in favor of the irrigations system saying that the Commission has been charging families a \$10 fee to put towards the purchase of field irrigation systems. This will take a very long time to be able to afford. They also asked the Committee to install an irrigation system at WJJMS as part of the project. Chairman Tyler requested O&G revisit the possibility of installing the system and obtain pricing for the next meeting.

- P. Picard motioned to approve Out of Scope Change #151 for a total net sum of \$6,535, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
- A. Tarnowski motioned to approve Out of Scope Change #160 for a total net sum of \$1,244, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #162 for a total net sum of -\$25,968, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #163 for a total net sum of \$3,006, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**
- L. Goodwin motioned to approve Out of Scope Change #166 for a total net sum of \$5,075, seconded by A. Tarnowski. Vote was unanimous. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #167 for a total net sum of \$1,960, seconded by A. Tarnowski. Vote was unanimous. **MOTION CARRIED.**
- P. Picard motioned to approve Time Sensitive Change Scope #161 for a total net sum of \$496, seconded by A. Tarnowski. Vote was unanimous. **MOTION CARRIED.** This change had previously been approved by K. Jackson.

Out of Scope Changes for Approval

| PCO # | Title | Cost (\$) | Date | Reason Code | T&M | Reimb Elig |
|-------|---|--------------------|----------|-------------|-----|------------|
| 151 | Add sound equipment, head sets and music and changing station per staff request | \$6,535.00 | 5-Jan-19 | OR | N | Y |
| 160 | Change VCT to rubber at Gym B Corr | \$1,244.00 | 5-Jan-19 | OR | N | Partial |
| 162 | Delete Courtyard Fence and add chain link per UCR # 15 | -\$25,968.00 | 5-Jan-19 | OR | N | Y |
| 163 | Add Darkening Shades in (4) Classrooms due to glare | \$3,006.00 | 5-Jan-19 | OR | N | Partial |
| 166 | Relocate Gate at Bus Entrance and add sliding gate | \$5,075.00 | 5-Jan-19 | OR | N | N |
| 167 | Final High 5 Invoice for work in Gym B | \$1,960.00 | 7-Jan-18 | OR | N | Y |
| | | -\$8,168.00 | | | | |

In Scope CM Contingency Changes for Approval

| PCO # | Title | Cost (\$) | Date | Reason Code | T&M | Reimb Elig |
|-------|-------|---------------|------|-------------|-----|------------|
| | | \$0.00 | | | | |

Time Sensitive Changes Approved Since Last SBC Meeting

| PCO # | Title | Cost (\$) | Date | Reason Code | T&M | Reimb Elig |
|-------|-----------------------------------|-----------------|----------|-------------|-----|------------|
| 161 | Add roller shades in Conf Rm F111 | \$496.00 | 5-Jan-19 | OR | N | Y |
| | | \$496.00 | | | | |

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


| PCO # | Title | Cost (\$) | Date | Reason Code | T&M | Reimb Elig |
|-------|-------|----------------|------|-------------|-----|------------|
| | | \$0.00 | | | | |
| | | \$7,652 | | | | |

9. Discussion on communication/social media: None

10. Citizen's Comments: Principal Bennett said he continues to receive compliments on the school.

11. Adjournment: J. Ruiz motioned to adjourn, seconded by P. Picard. Vote was unanimous. **MOTION CARRIED.** Chairman Tyler adjourned the meeting at 9:02 pm.

Submitted by,

A handwritten signature in cursive script that reads "Dawn LePage".

Dawn LePage, Clerk