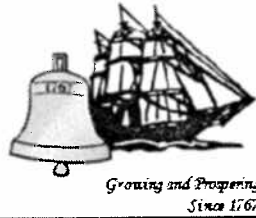


TOWN OF EAST HAMPTON

20 East High Street
East Hampton, CT 06424



HIGH SCHOOL BUILDING COMMITTEE

- Sharon Smith, Chairperson
- Michele Barber, Vice Chairperson
- Cynthia Abraham, Member
- Thomas Cooke, Member
- Roy Gauthier, Member
- Stephen Karney, Member
- Michael Zimmerman, Member
- David Ninesling, Alternate
- Tom Seydewitz, Alternate

**HIGH SCHOOL—ADDITION & RENOVATE-AS-NEW
HIGH SCHOOL BUILDING COMMITTEE MEETING**

High School Library/Media Center
15 North Maple Street, East Hampton, CT 06424

MINUTES

Thursday, November 8, 2012, 5:30 p.m.

PRESENT AT MEETING

Committee Members: Sharon Smith, Chairperson; Michele Barber, Vice Chairperson; Cynthia Abraham; Roy Gauthier, Thomas Cooke, Michael Zimmerman, Stephen Karney, David Ninesling, and Tom Seydewitz

Member(s) Absent: Keith Klemonski (Parent Liaison)

Also Present: John Fidler, High School Principal; John Mena, CREC Division Director; Jim Giuliano, CREC Sr. Project Manager

1. Call to Order and Pledge of Allegiance

The meeting was called to order by Sharon Smith, Chairperson at 5:31 p.m.

2. Public Remarks

John Fidler, High School Principal, commented that he was very happy to see the outcome of the Town Meeting. Mr. Fidler also stated that he was very pleased with the committee and how they responded to questions. He further commented on how impressive it was to see such a great show of people and to hear what they had to say about the project. Mr. Fidler concluded by saying that it was a great “first step” in moving toward the referendum, now that more steam has been gathered for a larger group.

William Marshall, Fairlawn Ave, thanked the committee for all their hard work and stated that it showed in the vote of the town. Mr. Marshall also commented that it was a “tremendous accomplishment”.

3. Review and approve Minutes from 10-18-12 Building Committee meeting

MOTION: By Michele Barber

Seconded by Cynthia Abraham

To approve the following minutes with corrections:

Regular meeting of 10-18-12

Voted (5-0-2) Michael Zimmerman and Roy Gauthier abstained – (both were absent)

4. Discussion of next steps following Town Meeting approval of \$200,080 funding request on 11-01-12

The committee officially welcomed John Mena and Jim Giuliano from CREC, as part of the team.

John Mena distributed a “Tentative Schedule Plan” for the committee’s approval, and explained how it was a “Road Map” of what needs to take place between now and up to the submittal of the grant application. He also stated that this was a very “aggressive schedule” but it is tentative and can be adjusted (see schedule attached).

Mr. Mena also stated that it was not necessary for the Building Committee to continue meeting on a *weekly* basis and suggested scheduling meetings between tasks as needed. The committee agreed.

Mr. Mena reported that the Architect (SLAM) has agreed to move forward with the contract in transit. Mr. Mena also stated that the Town Attorneys have prepared a preliminary contract and CREC will review, negotiate, and execute it within the next ten (10) days.

Jim Giuliano inquired as to whether the committee wanted CREC to be involved with the scoring process. The committee agreed that they *do* want CREC to assist in the scoring process.

Mr. Giuliano commented that he wanted to keep in touch with the sub-committee through the process, as well as with the Chairperson, Sharon Smith and Vice Chairperson, Michele Barber.

A discussion took place regarding the need for public input on the “Renovate-as-new” High School— A chance for the residents of East Hampton to present their ideas.

The committee agreed that a public meeting should be scheduled for January and it should be advertised. Cynthia Abraham will take the lead to start the dissemination process.

Another discussion took place regarding the aggressive schedule and the hiring of a CM prior to the completion of “Programming and Estimating”. Mr. Giuliano presented an option to the committee to hire an “Independent Estimator” to establish a number based on the schematic design, etc. This would enable the committee to have more time in selecting a CM. It was established that the funds to hire an independent estimator would come from the CM budget.

The committee agreed they were **not** comfortable with swaying from the original plan which was previously Approved and thanked Mr. Giuliano for presenting the option.

Tom Seydewitz inquired if LEED certification was included as one of CREC’s criteria for CM. CREC responded by saying, it is the architect’s responsibility for high performance standards, in which the state requires. Mr. Mena explained that this means it is higher than LEED silver, which is the equivalent of being a “Green” building. Mr. Mena assured the committee that the school will be an environmentally friendly building.

Jim Giuliano will contact the Town Manager and/or Town Finance Director, Jeff Jylkka, for information needed regarding policies, minimum requirements for insurance, EEO compliance requirements, etc.

CREC will Email revised schedule to committee members.

4. Public Remarks

None

5. Adjournment

MOTION: By Roy Gauthier
Seconded by Michael Zimmerman
To adjourn the meeting at 7:13p.m.
Motion unanimously carried

Respectfully submitted,

Priscilla Ulm
Recording Secretary

Cc: John Fidler
Kevin Reich
Judy Golden
Frank Grzyb
Linda Tirone
Keith Klemonski
Michael Maniscalco
Susan Weintraub
Cathy Sirois (for posting)
Sandra Wieleba (for posting)
Jeff Jylkka

ID	Task Name	Duration	Start	Finish
1	Building Committee Meeting	0 days	Thu 11/8/12	Thu 11/8/12
2	Schedule/Plan Review	0 days	Thu 11/8/12	Thu 11/8/12
3	Architect's Services - NTP	0 days	Thu 11/8/12	Thu 11/8/12
4	Architect's Contract Executed	10 days	Thu 11/8/12	Wed 11/21/12
5	CM Selection Process	20 days	Thu 11/8/12	Wed 12/5/12
6	Programming	20 days	Thu 11/8/12	Wed 12/5/12
7	School Staff - Weekly Programming Meetings	20 days	Thu 11/8/12	Wed 12/5/12
8	Building Committee Meeting	0 days	Thu 11/15/12	Thu 11/15/12
9	Building Committee Meeting	0 days	Thu 11/29/12	Thu 11/29/12
10	Building Committee Meeting	0 days	Thu 12/6/12	Thu 12/6/12
11	Building Committee Meeting	0 days	Thu 12/13/12	Thu 12/13/12
12	Building Committee Meeting	0 days	Thu 12/20/12	Thu 12/20/12
13	Building Committee Meeting	0 days	Thu 1/3/13	Thu 1/3/13
14	Building Committee Meeting	0 days	Thu 1/10/13	Thu 1/10/13
15	Building Committee Meeting	0 days	Thu 1/17/13	Thu 1/17/13
16	Preliminary Design	30 days	Mon 12/10/12	Fri 1/18/13
17	Regular team meetings to review preliminary design	30 days	Mon 12/10/12	Fri 1/18/13
18	Building Committee Meeting	0 days	Thu 1/24/13	Thu 1/24/13
19	Building Committee Meeting	0 days	Thu 1/31/13	Thu 1/31/13
20	Building Committee Meeting	0 days	Thu 2/7/13	Thu 2/7/13
21	Estimating/Constructability	30 days	Mon 1/21/13	Fri 3/1/13
22	Building Committee Meeting	0 days	Thu 2/14/13	Thu 2/14/13
23	Building Committee Meeting	0 days	Thu 2/21/13	Thu 2/21/13
24	Approve Preliminary Design/Project Budget - Building Committee	11 days	Mon 3/4/13	Mon 3/18/13
25	Building Committee Meeting	0 days	Thu 2/28/13	Thu 2/28/13
26	Building Committee Meeting	0 days	Thu 3/7/13	Thu 3/7/13
27	Building Committee Meeting	0 days	Thu 3/14/13	Thu 3/14/13
28	Building Committee Meeting	0 days	Thu 3/21/13	Thu 3/21/13
29	Town Approval Process	22 days	Mon 3/4/13	Tue 4/2/13
30	Building Committee Meeting	0 days	Thu 3/28/13	Thu 3/28/13
31	Educational Specifications	20 days	Thu 4/4/13	Wed 5/1/13
32	Board of Education Approval of Ed Specs	20 days	Fri 5/3/13	Thu 5/30/13
33	Grant Application	15 days	Mon 6/3/13	Fri 6/21/13
34	Grant Application Submittal Deadline	0 days	Fri 6/28/13	Fri 6/28/13