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**HIGH SCHOOL—ADDITION & RENOVATE-AS-NEW**

 BUILDING COMMITTEE MEETING

High School (Library)

15 North Maple Street, East Hampton, CT 06424

**Minutes**

**Thursday, April 3, 2014, 5:30 p.m.**

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

**Member(s) Absent:**

**Also Present:** Jim Giuliano, CREC Senior Project/Program Manager; Glenn Gollenberg, SLAM Principal In Charge; John Fidler, High School Principal; Diane Dugas, Superintendent of Schools; Amy Samuelson, SLAM Associate; Rick Herzer, SLAM Principal; Joshua Sylvester, Downes Construction Project Executive; Michael Maniscalco, Town Manager; Don Harwood, Director of Facilities.

**Call to Order**

Chairperson Sharon Smith called the meeting to order at 5:35pm.

**Public Remarks**

No public remarks.

**Review and Approve Minutes from February 6, 2014**

*A motion was made by Mr. Gauthier, seconded by Mr. Seydewitz, to approve the minutes for February 06, 2014 as corrected. Voted (9-0-0) Motion unanimously carried. Mr. Karney abstained.*

**Review and Approve Minutes from March 6, 2014**

*A motion was made by Mr. Gauthier, seconded by Mr. Seydewitz, to approve the minutes for March 06, 2014 as corrected. Voted (9-0-0) Motion unanimously carried. Mr. Ninesling abstained.*

**Reports and Discussion:**

* **East Hampton Clean Energy Task Force:**

Members of the East Hampton Clean Energy Task force in attendance: Adam Dawidowicz; Marty Podschots; John Greeno; Pete Daddario.

Members of CREC (working with the Clean Energy Task Force) Roger LaFleur and Eric Bartone.

Mr. Dawidowicz introduced Mr. LaFleur and Mr. Bartone. Mr. LaFleur discussed the ZREC program and the three categories (small under 100Kw, medium 100-300Kw Large 300 plus Kw) and how it can benefit this project without affecting the school construction grant. Geo-thermal does not fall into the ZREC program. There are other low interest financing programs that could be used to help with the costs of the geo-thermal such as CPACE and CEFIA. The building committee asked the Town Manager if it was possible to finance outside of the parameters of the referendum. The Town Manager stated it would be viewed as financing an additional project but it could be done if the process is followed (Town Council approval, Board of Finance approval, etc.). Mr. LaFleur stated that CREC can work with the Town after a decision has been made to move forward with either photovoltaic or geo-thermal, or both, to help identify the best avenue for programs and financing. The committee inquired about the formation of the Clean Energy Task Force and how it operates. The Town Manager explained that it was formed as a result of a resolution of the Town Council.

* **Presentation of Design Development: Progress 2/3 Complete**

SLAM discussed the status of the state’s School Security Infrastructure Council (SSIC) and that the “requirements” of such council will not be a “requirement” until next year. However SLAM will be incorporating much of the council’s recommendations as well as what makes sense to include all the while working with the administration to agree on what is the most prudent security measures for the district.

SLAM advised the committee that the schematic design floor plan is the same carried in through into DD except for the added program and location of The Learning Center. The committee questioned the reasoning of the shower in the athletic director’s (AD) office. It was explained that currently the AD has a shower in his office. The committee and the administration asked SLAM to attempt to make the shower accessible to The Learning Center as well. SLAM to review. Agreement to remove from the AD. Diane agreed, no program to support and space better used for Learning Center.

The committee asked what the main entrance security features will be. SLAM explained that after the students have entered the building for the day there will be a “sally port” controlled by electric hardware monitored by school staff within the administration area. The administration area could not be accessed unless the individual was “buzzed” in by a staff member. Glass in the main entrance area will be ballistic glass. The committee was concerned that once an individual was in the administration area they will have access to the entire administration area. SLAM will look into adding a door to separate the “reception” area from the rest of the main offices.

The committee was concerned about the maintenance of the sheet rock portion of the walls in the corridors. Mr. Gauthier asked that Mr. Harwood comment on the use of abuse resistant sheet rock in the main corridors.

The committee suggested that SLAM investigate if there is a handicapped accessibility group in East Hampton and if so that SLAM reach out to them to see if they would object the fact of being assisted out of the auditorium.

The committee was concerned with the look of the patchwork design at the front of the auditorium. SLAM to review.

* **Communications:**

Diane Dugas handed out a draft of a communications protocol for review and comment in an effort to keep the stakeholders informed of the project. Cynthia Abraham a member of the communications committee will work with Diane to help with getting the message out.

* **Sub Committees:**

The Chair discussed the need for sub-committees help manage the administrative aspects of the project. Below are the committees with the recommended members:

 Communications: Cynthia Abraham and Michael Zimmerman

 Financial Review: Roy Gauthier and Tom Seydewitz

 Construction Administration: Steve Karney, David Ninesling and Tom Cooke

A discussion took place regarding an archiving sub-committee however it was discussed that it may be redundant with that of the construction administration sub-committee. At this time CREC is archiving on behalf of the building committee. There are some documents CREC needs to obtain from the building committee, including the RFQ/P’s for the architect selection and any other information that may exists regarding environmental consultant procurement.

**Action Items:**

* **Approve Invoices (if any)**

*A motion was made by Mr. Gauthier, seconded by Ms. Barber for CREC Invoice No. 141824, in the amount of $25,638.51 dated March 18, 2014. Voted (7-0-0) Motion carried unanimously.*

*A motion was made by Mr. Gauthier, seconded by Ms. Barber for SLAM Invoice No. 1010319, in the amount of $189,923.39 dated March 3, 2014. Voted (7-0-0) Motion carried unanimously.*

*A motion was made by Mr. Gauthier, seconded by Ms. Barber for Robinson & Cole Invoice No. 50114922, in the amount of $801.90 dated February 26, 2014. Voted (7-0-0) Motion carried unanimously.*

*A motion was made by Mr. Gauthier, seconded by Ms. Barber to approve Eagle Environmental proposal, as corrected (client to be Town of East Hampton), dated March 5, 2014 , in the amount of $5,850.00 dated February 26, 2014. Voted (7-0-0) Motion carried unanimously.*

*A motion was made by Ms. Abraham, seconded by Mr. Karney to approve Quarterly Report Number 4, dated March 31, 2014 and the Budget dated March 31, 2014 pending the revisions discussed at the meeting . Voted (7-0-0) Motion carried unanimously.*

**Project Manager’s Report**

Jim Giuliano requested that the next building committee meeting be moved back one week From April 24, 2014 to May 1, 2014. Jim explained that he reviewed this with the architect. It was verified that they would not be impacted by moving the meeting.

Jim informed the committee that the design team and school administration have been conducting phasing meetings.

Jim informed the committee that the design team has met with the Town’s planning department and has set meetings with other various Town departments. Dates of the meetings will be forwarded via email to the committee members.

Jim informed the committee that there will be a requirement to procure other various professional services such as:

 Third Party review services

 Special Inspector Services

 Asbestos abatement on site monitoring

 Materials testing

The chair, as part of the project managers report, requested that the tabulation of the referendum vote be obtained from the Town and be incorporated into the building.

**Chairperson’s Report**

The chair received a letter from the Screening Source LLC, regarding their concern over background checks of the workers on site. Downes explained that they have a requirement for their employees to receive background and drug tests. Downes requires that their subcontractors provide a letter that they have done the same because Downes cannot legally receive background check information of employees of another company. CREC will provide response for the chair in order to forward.

**Public Remarks**

Steven Kelley remarked that Wethersfield High School is having their students sign a beam that will be put in place at their high school project and inquired if this is something that we can do on this project. Also Mr. Kelley reminded the design team that since the high school is a polling location the State has certain requirements for the storage of polling machines.

**Adjournment**

*A motion was made by Ms. Abraham, seconded by Mr. Zimmerman, to adjourn the meeting at 8:54 p.m. Voted (7-0-0) Motion unanimously carried.*

Respectfully Submitted,

Jim Giuliano

Senior Project Manager