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

BUILDING COMMITTEE MEETING

High School (Library)

15 North Maple Street, East Hampton, CT 06424

 **Minutes**

**Thursday May 1, 2014, 5:30 pm.**

**Committee Members Present:**  Sharon Smith, Chairperson; Michele Barber, Vice Chairperson; Cynthia Abraham; Roy Gauthier, Michael Zimmerman; Stephen Karney; David Ninesling; Denise Russo, Recording Secretary.

**Members Absent:**  Tom Seydewitz; Thomas Cooke

**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 5:37 pm.

**Public Remarks:**  No public remarks.

**Review and Approve Minutes from April 3rd, 2014:**  Cynthia Abraham moved to edit the Minutes, seconded by Mr. Zimmerman. All corrections were approved. Motion passed unanimously.

**Reports and Discussions:**

**Downes Presentation of the Design Development Budget as of 5/1/2014.**

 There was a lengthy discussion of the Design Development Budget during which Downes outlined the various changes that were required since the initial budget was presented to the Building Committee. The bottom line has increased by $900,000 from $40,132,000 to $41,026,000. They indicated that the budget anticipates any subcontractor escalations; it represents the bidding environment that Downes is monitoring; they are comfortable with both the timing and the budget.

 Downes is requesting additional staff because there is an increase in the construction costs from $28,500,000 to $41,026,580. There will be a meeting with Jim Giuliano of CREC to discuss this issue. The request will be submitted to the Building Committee at their next meeting.

**SLAM Presentation Design Development**

 SLAM presented a slide show with changes to the Auditorium, T-Bell, library, and main office.

**Security**

 Dumpsters were moved from next to the building to the other side of the building so there will not be access to the roof from the dumpsters. Also the Chief of Police suggested moving parking from front of the building for better line of sight. SLAM also discussed with the Chief emergency response issues. Most challenging will be the auditorium since there will be seven zones requiring lock downs. Protocols and processes will be determined by administration, police and resource officer.

**Action items:**

**Approve Invoices (if any)**

* A motion was made by Mr. Gauthier, seconded by Mr. Zimmerman to approve CREC invoice #101932 in the amount of $25,650.83 dated April 14, 2014 with 4 pages supporting pages. Motion passed unanimously.
* A motion was made by Mr. Gauthier, seconded by Mr. Zimmerman to approve SLAM invoice #101472 in the amount of $304,721.07 dated April 28th, 2014 with 4 pages of supporting documents. Motion passed unanimously.

 Mr. Gauthier and Ms. Smith will sign documents with any changes made.

* A motion was made by Michael Zimmerman, seconded by Mrs. Barber to approve the Design Development as presented by SLAM, dated April 7, 2014. Motion passed unanimously.

**Project Managers Report:**

The Plan Completion Test (PCT), scheduled for July 21, 2014, requires a Form ED042 which must be completed by the Board of Education and the Building Committee indicating that they have reviewed and approved the drawings and specifications for the project. The Superintendent said a special meeting of the Board of Education will be called in July, hopefully on the night the Building Committee is scheduled to meet – July 17, 2014. In any event, the ED042 must be signed no later than July 18, 2014.

An environmental assessment is required and it is suggested that it be included in SLAM's contract.

**Chairperson's Report:**

The chair had no report.

**Public Remarks:** No public remarks

**Next Meeting:** June 5, 2014

**Adjournment:**

A motion was made by Mr. Gauthier, seconded by Mr. Ninesling, to adjourn the meeting at 7:45 pm. Motion unanimously carried.

Respectfully Submitted,

Denise Russo, Recording Secretary