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

BUILDING COMMITTEE MEETING

High School (Library)

15 North Maple Street, East Hampton, CT 06424

**Minutes**

**Thursday, June 5, 2014, 5:30 pm.**

**Committee Members Present:**  Sharon Smith, Chairperson; Cynthia Abraham; Roy Gauthier, Michael Zimmerman; Stephen Karney; Tom Seydewitz; Thomas Cooke; David Ninesling; Denise Russo, Recording Secretary.

**Members Absent:**  Michele Barber, Vice Chairperson; Keith Klemonski, Parent

**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; Rick Herzer SLAM Principal; Paul Wojtowicz, Downes Construction Project Executive; Joe Desautel, Downes Construction Principal-in-Charge;Eliana Lynch, Downes Interior Design; Michael Maniscalco, Town Manager; Don Harwood, Director of Facilities; Steven Kelley, Board of Education.

**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 May 1, 2014:**

*A motion was made by Sharon Smith to table minutes and seconded by Roy Gauthier. Voted (9-0-0) Motion unanimously carried.*

**Reports and Discussions:**

* SLAM reported that they met with Planning and Zoning regarding Public Works and maintenance concerns. There was a lengthy discussion about sidewalks and pacers.
* SLAM presented the Interior design: color pallets, floor and wall coverings and a discussion followed with a request that additional choices be presented at the next meeting.
* Downes presented a revised staffing plan in which an additional supervisor on site was included. The committee asked Downes to present a budget at the next meeting which will explain any requested additional staff and from where the money will come.
* The Board Of Education (BOE) and the Building Committee will meet in successive sessions on July 17, 2014 in preparation for the Plan Completion Test (PCT) meeting at the State Department of Education. At that meeting, the ED042 Request for Review of Final Plan Form must be signed by the Chairs of both bodies for submission at the PCT meeting.
* A schedule of Building Committee meetings were established: June 26, 2014, July 10, 2014, July 17, 2014, August 7, 2014, September 11, 2014; all meetings will be held at 5:30 pm.
* Jim Giuliano will send an email to vote on the roof pricing that will contain three estimates. Downes will get the third estimate.
* Communications update: Mrs. Abraham and Mr. Zimmerman met with the Superintendent and the Director of Facilities. It was decided to create two banners to be displayed at graduation which is June 18, 2014. BOE agreed to pay for them. Also it is hoped that the Communications subcommittee will holding a meeting every other month starting in August to make recommendations to the Building Committee concerning the schedule of communications with the public.

**Action Items:**

* **Approval of Invoices:**

*A motion was made by Mr. Gauthier to approve CREC invoice #142209 for $25,637.95 dated May 13, 2014. Mr. Seydewitz seconded the motion. Voted (9-0-0) Motion unanimously carried.*

*A motion was made by Mr. Gauthier to approve The SLAM Collaborative invoice #1010527 for $174,094.16 dated May 6, 2014. Mr. Seydewitz seconded the motion. Voted (9-0-0) Motion unanimously carried.*

*A motion was made by Mr. Gauthier to approve Horizon Eng. Assoc. invoice #1 for $1,632.53 dated May 2, 2014. Mr. Seydewitz seconded the motion. Voted (9-0-0) Motion unanimously carried.*

*A motion was made by Mr. Gauthier to approve Robinson & Cole invoice #50119594 for*

*April 24, 2014. Mr. Seydewitz seconded the motion. Voted (9-0-0) Motion*

*unanimously carried.*

Mr. Giuliano presented SLAM Amendment No. 006 for Phase I & II Environmental Testing. Phase I is for $3,910.00. Phase II is a range between $12,650 - $14,950. The requirement for Phase II is contingent upon Phase I results.

*A motion was made by Mr. Cooke to approve Amendment #6 for $3,910.00. Mr. Karney*

*seconded the motion. Voted (9-0-0) Motion unanimously carried.*

**Project Managers Report:**

Design team continues to tighten up plans. Meeting was held with Principal and Head of Science Department regarding design of the Science area. Town Officials meetings are continuing.

Mr. Giuliano continues to prepare for the PCT review. In addition, there will be a need for a third party review by August.

**Chairperson's Report:**

The Chair reminded committee members that in consideration of our consultants’ time and the proper dissemination of information to all committee members, any questions or concerns from individual members must be directed to the Chair or to Mr. Giuliano and not directly to SLAM, Downes or any other consultant. The questions or concerns will be forwarded as appropriate

**Public Remarks:**

No public remarks.

**Next Meeting:** Thursday June 26, 2014 5:30 pm High School Library.

**Adjournment:** A motion was made by Mrs. Abraham, seconded by Mr. Gauthier, to adjourn the meeting at 8:00 pm. Voted (9-0-0) Motion unanimously carried.

Respectfully Submitted,

Denise Russo

Recording Secretary