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

BUILDING COMMITTEE MEETING

High School (Library)

15 North Maple Street, East Hampton, CT 06424

**Minutes**

**Thursday, September 11, 2014, 5:30 pm**

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

**Members Absent:**  None

**Also Present:**  Jim Giuliano, CREC Senior Project/Program Manager; Rick Herzer SLAM Principal; Paul Wojtowicz, Downes Construction Project Executive; Joe Desautel, Downes Construction Principal-in-Charge; Amy Samuelson SLAM Associate; Diane Dugas, Superintendant of Schools; Don Harwood, Director of Facilities; John Fidler, High School Principal; Steven Kelley, Board of Education; Kevin Reich, Board of Finance; Chief Cox, East Hampton Chief of Police.

**Call to Order:**  Chairperson Sharon Smith called the meeting to order at 5:29 pm.

**Public Remarks:**  Mr. Cliff Libby brought to the committees attention, the concern regarding sidewalks and the safety of the students entering and exiting the school grounds.

**Review and Approve Minutes from July 17, 2014 & August, 7, 2014:**

*A motion was made by Cynthia Abraham to approve minutes from July 17, 2014 and seconded by Roy Gauthier. Voted (9-0-0) Motion was carried with 5 extensions.*

*A motion was made by Cynthia Abraham to approve minutes from August 7, 2014 and seconded by Michele Barber. Voted (9-0-0) Motion was carried with 4 extensions.*

**Reports and Discussions:**

* Diane Dugas requested the committee to try to pick a date and time for the ground breaking ceremonies. *See attached for detailed discussion.*
* Cynthia Abraham informed the committee that any communications will be mostly sent from Superintendants Office and if needed from the BC.
* Financial sub-committee met with CREC regarding expenses. Town Manager also attended meeting.
* Jim Guiliano received comments from the local reviewer. This was then forwarded to Downes. From there it will go to the Building Department and Fire Marshall. Once all signatures are obtained it will then go to the state to review. Once approved, plans will go out to bid.
* A lengthly discussion took place regarding a bub-committee for unforseen circumstances. Committee approved a guideline of: $0-$5,000.00 would require 1 sub-committee members authorization, $5,001.00-$10,000.00 would require 3 sub-committee members authorization, and $10,001.00 and above would require emergency BC meeting. BC will decide members at next meeting. See attached for detailed discussion.

**Action items:**

* **Approval of Invoices:**
* *A motion was made by Mr. Gauthier to approve SLAM invoice #1010819 for $216091.61 dated August 8, 2014. Mrs. Seydewitz seconded the motion. Voted (9-0-0) Motion unanimously carried.*
* *A motion was made by Mr. Gauthier to approve CREC invoice #150103 for $25,726.43 dated August 18, 2014. Mr. Seydewitz seconded the motion. Voted (9-0-0) Motion unanimously carried.*

**Project Managers Report:**

Mr. Guliano requested an extension from the Planning and Zoning Committee approval due to technical error. Sample test pits were done and sent out. Mr. Guliano recommends a person that can make a quick decision on construction site. Will be discussed at next meeting reguading a sub-committee being put in place.

**Chairperson's Report:** Quarterly report has been sent to Town Council.

**Public Remarks:**

The public had no remarks.

**Next Meeting:** Thursday September 11, 2014 5:30 pm High School Library.

**Adjournment:** *A motion was made by Mrs. Abraham to adjourn, seconded by Mr. Karneyr, to adjourn the meeting at 5:58 pm. Voted (6-0-0) Motion unanimously carried.*

Respectfully Submitted,

Denise Russo

Recording Secretary