

**HIGH SCHOOL- ALTERATION AND EXTENSIONS**  
**S.P.N.042-0041 EA/RR**  
**BUILDING COMMITTEE**

East Hampton Middle School Library  
15 North Maple Street, East Hampton, CT 06424

**Draft Minutes**

Thursday, September 24, 2015

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**Committee Members Present:** Sharon Smith, Chairperson; Michele Barber, Vice Chairperson, Michael Zimmerman, Cynthia Abraham, Stephen Karney and Tom Seydewitz

**Committee Members Not Present:** Thomas Cooke, Roy Gauthier and David Ninesling.

**Also Present:** Charles Warrington and Joseph Lucas, Colliers International (CI), Glenn Gollenberg, SLAM; Steve Smith, Downes Construction Company (DCC); Mark Winzler, Interim Superintendent and Roseann Bullett, Recording Secretary.

**Call to Order:** Chairperson, Sharon Smith called the meeting to order at 5:30 p.m.

**Public Remarks:** None

**Review and Approve Minutes From August 24, 2015:**

Minutes were reviewed because there were some motions that weren't correct. All were reviewed and completed.

There was a discussion about the donated stove and the possibility of more information put in the minutes regarding it. All decided that the information would remain the same and will be discussed further at another time, as new information may arise.

- *A motion was made by Michele Barber to approve minutes for September 10, 2015. Seconded by Stephen Karney. Voted (6-0-0)*

**Project Managers Report:** Please see attached for the Owners Project Manager Report (OPM). Gym is on schedule to be finished by end of November. Water tanks are being installed next week and first responders are aware of changes in traffic pattern. Should any emergency occur, Downes will notify the appropriate parties. New pavers are on sight for front entrance. Locker rooms should be complete at time of walk-thru on 10/15/2015. Lockers will be delayed per Steve

Smith because original company went out of business. They should arrive the 3<sup>rd</sup> week of November 2015.

Steve Karney inquired about the HVAC flush out of the science wing. Flushing of the HVAC system was explained by Downes noting that they are waiting for mechanical engineer to provide durations of flush outs to them.

Tom Seydewtiz inquired about paving around manhole covers. Steve Smith noted they will be feathered with pavement before winter to avoid plows from striking them. Paving will be in October.

The asbestos abatement issue has been resolved and no further action required, per attached report.

Colliers reviewed the updated Change Order Approval Process. No exceptions were taken. Review of Change orders already approved by the Subcommittee since 9/10/2015 was provided. An update of the FF&E bids was provided noting that some furniture and technology items were

#### **Reports and Discussions:**

A student from EHHS, Hunter Brazal returned with the Junior Class Advisor Samantha LaBonte. Quotes have come back on the engraving and pricing of purchasing bricks. Suggestion was made by Downes to install original paving bricks according to the project contract. Once accepted by the district, the school would be able to hire a subcontractor to remove the original bricks installed and replace them with the engraved ones. Downes will donate first pallet of bricks to the school. SLAM will be reviewing the construction details to confirm that this can be done.

**Construction Update:** Steve Smith from Downes added that next week the tanks were being installed. Work in the boiler room being completed for the winter. Natural gas will also be turned on next week.

**Architects Update:** Glenn Gollenberg noted that they may have to make a few modifications to the electrical/data infrastructure of the auditorium to permit future upgrades to the existing sound equipment. The project was designed only for the existing sound system that is minimal.

### **Action Items:**

- *A motion was made by Cynthia Abraham motioned to approve the monthly building committee meeting schedule through December of 2016, seconded by Stephen Karney. Voted (6-0-0) Motion unanimously carried.*
- *A motion was made by Stephen Karney to approve S/L/A/M Collaborative Invoice #1012132 dated 9/3/2015 in the amount of \$28,720.33. Second by Tom Seydewitz. Voted (6-0-0) Motion unanimously carried.*
- *A motion was made by Stephen Karney to approve Downes Construction Company Invoice # 9 dated 8/31/2015 in the amount of \$1,842,910.66. Second by Tom Seydewitz. Voted (6-0-0) Motion unanimously carried.*
- *A motion was made by Stephen Karney to approve Eagle Environmental Invoice# 13065 dated 9/14/2015 in the amount of \$2,530.00. Second by Tom Seydewitz. Voted (6-0-0) Motion unanimously carried.*
- *A motion was made by Stephen Karney to approve Robinson & Cole Invoice # 50159400 dated 8/21/2015 in the amount of \$1,786.05. Second by Tom Seydewitz. Voted (6-0-0) Motion unanimously carried.*
- *A motion was made by Michele Barber to approve Change Order Proposal #18 for Excess Soil Excavation at Science Wing in the amount of \$91,247.58. Second by Michael Zimmerman. Voted (6-0-0)*
- *A motion was made by Stephen Karney to Table the changing of the Materials Testing Services. Second by Tom Seydewitz. Voted (6-0-0) Motion unanimously carried.*

### **Chairpersons Report:**

- The third quarterly report will be drafted by Colliers for review by the Ms. Smith and presented at the next building committee meeting.

### **Sub-Committee Reports:**

- Should have a cleaner Phasing plan on website.
- Recommend getting updates on the Architects minutes.
- Building committee requested that the construction sub-committee report on any pending change orders that may have a significant impact to the project. Mr. Karney noted that he distributes the OAC

(Owner/Architect/Contractor) meeting minutes to the entire committee that contains a report of pending change orders.

**Public Remarks:** None

**Next Meeting:** Next scheduled meeting October 15, 2015 at 5:30 in the High School library.

**Adjournment:** *At 6:40 pm a motion was made by Cynthia Abraham to adjourn. Second by Michael Zimmerman*

Respectfully Submitted,

Roseann Bullett  
Recording Secretary