**HIGH SCHOOL- ALTERATION AND EXTENSIONS**

**S.P.N.042-0041 EA/RR**

BUILDING COMMITTEE

East Hampton High School Library

15 North Maple Street, East Hampton, CT 06424

**Thursday, March 17, 2016**

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**Committee Members Present:**, Michele Barber, Vice Chairperson, Cynthia Abraham, Thomas Cooke, Michael Zimmerman, Steve Karney, Tom Seydewitz, and David Ninesling (note that Mr. Ninesling entered the meeting at 6:15 and therefore was not present during votes prior to that time.)

**Committee Members Not Present:** Sharon E. Smith, Chairperson, Roy Gauthier

**Also Present:** Ken Guyette, Colliers International (CI); Amy Samuelson, SLAM; Steve Smith, Downes Construction Company (DCC), Paul Smith (Superintendent of Schools)

**Call to Order**: Vice Chairperson Barber called the meeting to order at 5:30 p.m. Mr. Cooke was named a voting member.

**Public Remarks:** None

**Executive Session – Attorney-Client Privilege:**

*A motion was made by Ms. Abraham, seconded by Mr. Karney, to enter into Executive Session at 5:31 p.m. Voted unanimously in favor.*

Mike Maniscalco (Town Manager) and Attorney Faulkner were present for the Executive Session, which ended at 5:44 p.m.

*A motion was made by Ms. Abraham to direct the Town Manager to enter into the agreement with CREC as presented by Attny. Greg Faulkner; seconded by Mr. Karney. Voted 6-0.*

Documentation of this agreement is attached to these minutes.

**Correspondence Review:** Ms. Barber stated that a correspondence was received from Mike McCaulley, an employee of the school system. His concern is that the handicapped parking spots are not currently the closest to the primary public entry, which is a state law. It was noted that once the project is complete, the existing handicapped spots will be the closest to the entrance. However, the need for compliance during the project exists. It was decided that the current closest spots to the front door will be made handicapped parking spots to be switched as necessary once work is completed, ensuring compliance throughout the project. Discussion occurred on where other handicapped spots will be, accessibility to handicapped ramps (with possible curbside drop off), and spots near the various entrances around the school. Also noted was that as an employee of the school, Mr. McCaulley talked with Mr. Harwood regarding this issue as well.

**Review and Approve Minutes:**

**February 18, 2016 Regular Meeting:** *A motion was made by Ms. Abraham, second by Mr. Karney, to approve the regular meeting minutes of February 18, 2016 with changes as noted. Voted 6-0.*

**February 29, 2016 Special Meeting:** *A motion was made by Ms. Abraham, second by Mr. Karney, to approve the special meeting minutes of February 29, 2016. Voted 4-2-0 (with Mr. Zimmerman and Mr. Cooke abstaining.)*

**Project Manager’s Report (Colliers International):**

**Project Update:** Please see the attached for the Owners Project Manager’s Report as explained by Mr. Guyette. Ms. Abraham asked about walkthroughs before the regular meetings and it was discussed that they will be scheduled at 4:45 p.m.. Mr. Guyette will alert Mr. Jensen. Ms. Abraham also asked about graduation and it was noted that they are most likely planning it for Memorial School again this year.

A discussion occurred on the countertops for the labs and a letter received from the manufacturer stating that they will not be replacing the countertops because of the marring issue. As of this meeting, a dark gray color has been selected to replace the countertops.

**Review of Change Orders Approved since 2/18/16:** The change orders have been reviewed by the finance sub-committee. A discussion occurred on the cost of the temporary emergency lighting. Mr. Anderson explained that this was incurred because when the Fire Marshal inspected the site last summer he found that many of the temporary emergency lights were not existing or needed replacement. This was an existing condition that was remedied to move the project along.

**Reports and Discussion:**

**Construction Update (Downes):** Mr. Smith noted that the Phase III abatement started today. On Monday, material will start to be removed.

**Architect’s Update (SLAM):** Ms. Samuelson alerted the furniture providers as to the schedule of phases; the rest of her update was well described in the Project Manager’s Report.

Mr. Seydewitz asked about the podium issue. Ms. Samuelson explained that during value engineering, the podium previously selected by SLAM was replaced with a less expensive model that ended up being about 6” taller than the original podium. These podiums are too tall for the work station, which was realized after six were provided. The furniture provider will be removing a spacer that holds up a piece of the podium. Future podiums will be provided without the 6” stand-off. Discussion occurred on whether the taller podiums could be used for tall teachers.

Also noted by Mr. Smith was that there are baskets under the desk that many students are hitting with their legs while sitting at them. All future desks will be ordered without baskets, and the current baskets will be removed. It was suggested to leave half of the baskets on for a mix in the classrooms as Superintendent Smith stated that some students like the baskets.

**Action Items:**

**Approval of Invoices:**

* *A motion was made by Mr. Seydewitz to approve SLAM invoice #1012808 dated 2/26/2016 in the amount of $47,738.88. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve Downes Construction Co. invoice #15 dated 2/29/2016 in the amount of $773,065.75. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve SBS/Colliers invoice #15487 dated 2/29/2016 in the amount of $16,660.00. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve (3) W.B. Meyer invoices numbered 1341, 2099, & 2186 in the total amount of $681.00. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve (4) Eagle Environmental invoices numbered 13472, 13517, 13518 & 13472 in the total amount of $14,360.26. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve Special Testing invoice #30038 dated 2/29/2016 in the amount of $3,341.88. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve DeClerq Office Group invoice #13444 dated 2/26/2016 in the amount of $5,270.00. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve DeClerq Office Group Phase I install invoice #13271 dated 11/6/2015 in the amount of $44,052.00. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve (2) Red Thread invoices numbered 555884 & 557508 in the total amount of $21,959.37. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve Virco invoice #91674503 dated 1/12/2016 in the amount of $3,863.00. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve (2) Ergonomic Group invoices numbered 888382 & 888840 in the total amount of $11,130.00. Second by Mr. Karney. Motion passed 7-0.*

**Sub-Committee Reports:**

**Scheduling of School Security Measures meeting:** Tentatively scheduled for Thursday 3/24/16 at 5:30 p.m., schedules of Mr. Gollenberg and others permitting. This will be an Executive Session meeting because of possible security issues.

**Chairperson’s Report:** Ms. Barber stated that everything she was to report on was previously discussed.

**Public Remarks:** None

**Next Meeting – April 21, 2016, 5:30 p.m., High School Library**

**Adjournment:**

*At 6:38 p.m. a motion was made by Ms. Abraham to adjourn; seconded by Mr. Karney. Motion passed 7-0.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk