

**HIGH SCHOOL- ALTERATION AND EXTENSIONS**  
**S.P.N.042-0041 EA/RR**  
**BUILDING COMMITTEE**  
Town Hall Meeting Room  
20 East High Street, East Hampton, CT 06424  
**Thursday, April 21, 2016**  
**Draft Minutes**

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**Committee Members Present:** Sharon E. Smith, Chairperson, Michele Barber, Vice Chairperson, Cynthia Abraham, Thomas Cooke, Steve Karney, Roy Gauthier and David Ninesling (note that Mr. Ninesling entered the meeting at 5:55 and therefore was not present during votes prior to that time.)

**Committee Members Not Present:** Michael Zimmerman, Tom Seydewitz

**Also Present:** Charles Warrington, Colliers International (CI); Amy Samuelson & Glenn Gollenberg, SLAM; Steve Smith, Downes Construction Company (DCC), John Fidler, Principal EHHS

**Call to Order:** Chairperson Smith called the meeting to order at 5:30 p.m.. Mr. Cooke was named a voting member in place of Mr. Seydewitz.

**Public Remarks:** None

**Review and Approve Minutes:**

**March 17, 2016 Regular Meeting:** *A motion was made by Ms. Abraham, second by Mr. Karney, to approve the regular meeting minutes of March 17, 2016. Voted 4-2-0 (with Chairperson Smith and Mr. Gauthier abstaining).*

**April 7, 2016 Special Meeting:** These minutes will be reviewed and approved at the May meeting as not enough voting members were present to approve them.

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

**Project Update:** Please see the attached for the Owners Project Manager's Report as explained by Mr. Warrington. He noted that the project is proceeding well and the schedule is looking good. About 75% of the building will be done in September.

Mr. Warrington provided a copy of the new guidelines drafted by the state for eligible and ineligible costs for FF&E and technology. The state is trying to enforce these

retroactively which would affect the project. Committee members are encouraged to contact our State Representatives regarding.

**Review of Change Orders Approved since 3/17/16:** The change orders have been reviewed by the finance sub-committee. A discussion occurred on the timeline for state guidelines on when work on contracts needs to be executed. Now there are 6 months from the date of initial execution, and it was noted that they need to be very mindful of this, especially considering that the state is addressing this retroactively.

Mr. Warrington provided a financial status report at this time.

### **Reports and Discussion:**

**Construction Update (Downes):** Mr. Smith stated that Mr. Warrington covered the topics in his update earlier in the meeting and that things are going well.

*Ms. Barber made a motion, seconded by Mr. Karney, to move agenda item 5.a.vi. Discussion of COP #20 (Leaching Galleries under the road) to Action Item 6.e. Voted 6-0 in favor.*

### **Architect's Update (SLAM):**

**i.Remaining science lab countertop colors:** This has been resolved. The color is a dark gray.

### **Action Items:**

#### **Approval of Invoices:**

- *A motion was made by Mr. Gauthier to approve SLAM invoice #1013013 dated 4/7/2016 in the amount of \$22,509.98. Second by Mr. Karney. Motion passed 6-0.*
- *A motion was made by Mr. Gauthier to approve Downes Construction Co. invoice #16 dated 3/31/2016 in the amount of \$1,456,443.09 Second by Mr. Karney. Motion passed 6-0.*
- *A motion was made by Mr. Gauthier to approve SBS/Colliers invoice #15649 dated 4/1/2016 in the amount of \$16,096.00. Second by Mr. Karney. Motion passed 6-0.*
- *A motion was made by Mr. Gauthier to approve W.B. Meyer invoice #1706 dated 2/5/2016 in the amount of \$228.00. Second by Mr. Karney. Motion passed 6-0.*

- *A motion was made by Mr. Gauthier to approve W.B. Meyer invoice #1774 dated 2/5/2016 in the amount of \$225.00. Second by Mr. Karney. Motion passed 6-0.*
- *A motion was made by Mr. Gauthier to approve W.B. Meyer invoice #2524 dated 4/1/2016 in the amount of \$228.00. Second by Mr. Karney. Motion passed 6-0.*
- *A motion was made by Mr. Gauthier to approve W.B. Meyer invoice #COM-840-15/8 dated 3/17/2016 in the amount of \$10,370.50. Second by Mr. Karney. Motion passed 6-0.*
- *A motion was made by Mr. Gauthier to approve Eagle Environmental invoice #13540 dated 2/29/2016 in the amount of \$895.00. Second by Mr. Karney. Motion passed 6-0.*
- *A motion was made by Mr. Gauthier to approve Mid West Technology invoice #2072118-01, dated 2/7/2016, in the amount of \$1,846.00. Second by Mr. Karney. Motion passed 7-0.*
- *A motion was made by Mr. Gauthier to approve Horizon Engineering invoices numbered 19 (dated 2/26/2016) & 20 (dated 4/1/2016) for a total amount of \$8,447.00. Second by Mr. Karney. Motion passed 7-0.*
- *A motion was made by Mr. Gauthier to approve Robert H Lord invoices numbered 32202-1 & 32202-1A, dated 3/10/2016 for a total amount of \$9,315.83. Second by Mr. Karney, Motion passed 7-0.*
- *A motion was made by Mr. Gauthier to approve Red Thread invoices numbered 560868 (dated 3/16/2016) & 555684 (dated 2/22/2016) for a total of \$13,008.00. Second by Mr. Karney. Motion passed 7-0.*
- *A motion was made by Mr. Gauthier to approve Ergonomic Group invoices numbered 886652 (2/5/2016), 888841, 888842 & 888843 (2/29/2016) for a total of \$32,734.00. Second by Mr. Karney. Motion passed 7-0.*

**Approval of quote for HP Elitebook Folio 1040m (21), The Ergonomic Group - \$29,358.00:**

*A motion was made by Mr. Gauthier, seconded by Mr. Karney, to approve proposal # P226604, dated 4/12/2016 for The Ergonomic Group in the amount of \$29,358.00. Motion passed 7-0.*

**Approval of quote for HP EliteDesk 800 G2 mini (82), The Ergonomic Group - \$73,148.00:**

*A motion was made by Mr. Gauthier, seconded by Mr. Karney, to approve proposal #P226610 dated 4/12/2016, for the Ergonomic Group in the amount of \$73,148.00. Motion passed 7-0.*

**Approval of quote for HP 2240 Workstation (25), The Ergonomic Group - \$36,975.00:**

*A motion was made by Mr. Gauthier, seconded by Mr. Karney, to approve proposal #P226613 dated 4/12/2016, for the Ergonomic Group in the amount of \$36,975.00. Motion passed 7-0.*

**Discussion and approval of COP #20 (Leaching Galleries under the Road):** Mr. Warrington and Mr. Smith explained that leaching galleries were discovered during construction and have now been compromised and need to be remedied. The best solution is to remove them and put in suitable fill. Time & material will be tracked with the contractor. It was noted that if the committee decided not to do this, the stairs would be able to be put in and it may be unsafe. Mr. Gauthier asked if this was a reimbursable expense and Mr. Warrington stated that it was.

*A motion was made by Mr. Gauthier, seconded by Mr. Karney, to accept COP #20 RFI 040-451 with work to be done not to exceed \$46,742.82 (which does not include Downes or other expenses). Motion passed 7-0.*

**Sub-Committee Reports:**

**Finance sub-committee:** Mr. Gauthier reported that the finance sub-committee continues to meet with the construction and project managers on a weekly basis. Mr. Karney gave his accolades to Downes, SLAM & Colliers for the work going smoothly and on schedule up to this point.

**Communications sub-committee:** Ms. Abraham stated that the previous tour of the school for the public went very well. She suggested when appropriate, maybe around graduation or at the end of the summer, to host another tour. Mr. Fidler stated that a tour would be preferable at the beginning of next fall rather than in June.

**Chairperson's Report:** Ms. Barber stated that she has spoken with Mr. Mercauldi and he is happy about the handicapped parking situation (this was previously discussed at the 3/17/2016 meeting).

**Public Remarks:** None

**Next Meeting – May 19, 2016, 5:30 p.m., High School Library**

**Adjournment:**

*At 6:23 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