**HIGH SCHOOL- ALTERATION AND EXTENSIONS**

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

BUILDING COMMITTEE

 East Hampton Town Hall

20 East High St., East Hampton, CT 06424

 **Thursday, July 21, 2016**

**Draft Minutes**

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**Committee Members Present:**, Sharon E. Smith, Chairperson, Michele Barber, Cynthia Abraham, Roy Gauthier, Tom Seydewitz, Steve Karney, Michael Zimmerman

**Committee Members Not Present:** Alternates Thomas Cooke and David Ninesling

**Also Present:** Charles Warrington and Sean Jensen, Colliers International (CI); Amy Samuelson and Glenn Gollenberg, SLAM; Jeff Vossberg, Downes Construction Company (DCC), Glen LeConche, East Hampton Building Official

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

**Public Remarks:** Tyler Siefert of Troop 57 introduced himself to the committee. He attended the meeting to earn his communications badge toward becoming an Eagle Scout.

**Time Capsule Discussion:** Ms. Abraham discussed the timing of opening the time capsule. In her opinion it should have its own event and not be backed into Old Home Days, for example. There was agreement from the Committee on this. She was hoping to see it happen in the fall, and to make it an occasion to include the public. This will be discussed again when Mr. Fiddler is available to come to a meeting; hopefully in August. He will need to give some direction as to when he would like to open it. Downes is willing to do whatever is needed to facilitate this process. If a new time capsule is going to be made it will need to be set in place before Downes leaves the site (Spring 2017).

**Review and Approve Minutes:**

**April 7, 2016 Special Meeting:** *Ms. Barber made a motion, seconded by Mr. Seydewitz, to approve the Special Meeting minutes of April 7, 2016. Voted 5-0 in favor (only those present at the Special Meeting were voting – they included Ms. Barber, Chairperson Smith, Ms. Abraham, Mr. Seydewitz & Mr. Gauthier)*

**June 16, 2016 Regular Meeting:** *Mr. Karney made a motion, seconded by Mr. Zimmerman, to approve the meeting minutes with the addition of Superintendent Paul Smith’s first name to a section. Voted 5-2-0. (Mr. Gauthier & Ms. Barber abstained)*

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

**Project Update:** Please see the attached for the Owners Project Manager’s Report as explained by Mr. Jensen. He thanked the committee for attending the walkthrough prior to the meeting. It was noted that by the beginning of September, it is estimated that the work will be 80% complete.

**June Move/FF&E Coordination Update:** This phase is going as it should according to schedule. The FF&E for the library is underway and is continuing next week, the collection will be moved soon. In the TBell there are only a few items left before it gets turned over and everything can be moved into the TBell. Next phase starts on August 15th; they will start with the science classrooms and move their way down to the administration wing.

**Review of Change Orders Approved since 6/16/16:** Change orders (CO) were reviewed. Mr. Jensen explained each item on the list in detail as needed. Discussion was held on the new State guidelines and the fact that it needs to be assured that the COs are submitted within the six month timeframe. It was requested that the list of change orders includes dates moving forward.

**Reports and Discussion:**

**Construction Update (Downes):**

1. **TBell and Library Status**: In this area there is a lot of demo, the existing library is partly demoed, LMC is turned over and the punch list will start soon. The flip top boxes for the TBell will be here next week.
2. **Fitness Center, Gym Storage and Bathrooms near gym**
3. **Kitchen renovations:** The equipment will be onsite and installation to begin Aug. 2, after an inspection by the Health Dept. will be needed to complete this space. The cafeteria flooring and finishes will be installed next week and finishes are going on in the guidance area.
4. **Phase 3A renovations:** The final ceiling inspection with the Fire Marshal occurred today, ceiling pads can go in through all rooms.
5. **Site Work:** Large concrete walkway through center island to main entrance is starting to be prepped. August 15 is the pave date to put the top course on the East parking lot. There is a tentative date next Friday for the domestic water system to be reviewed by the State.
6. **Discussion of Blue Water (High Copper content):** The water fountains were sent back to the manufacturer, who claims they cannot find any issue with them. A new one has come in and water tests have been taken. Results should be in by July 26, and at that time it can be determined if the fountain was causing the issue.

**Architect’s Update (SLAM):**

1. **Discuss exterior signage options**: Ms. Samuelson provided three options for possible signage on the exterior of the building. All options included individual metal raised letters about 12” tall. Option one was along the new site side wall, option two was high on the wall of the existing auditorium either centered or far to the right, and option three was attached to the top of the canopy. After discussion it was generally agreed that option one was the best. Cost will be provided to the committee and a mock-up will be placed on the wall so the members can have a look.

**Action Items:**

**Approval of Invoices:**

* *A motion was made by Mr. Seydewitz to approve Downes Construction Co. invoice number 19 dated 6/30/16 in the amount of $1,563,772.05. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve SBS/Colliers invoice number 16162, dated 6/30/16 in the amount of $21,663.00. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve two SLAM invoices, numbered 1013268 & 1013418, in the total amount of $47,051.93. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve three W.B. Meyer invoices numbered Com-840-15/11, 3931 & 3934 in the total amount of $1,389.50. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve Eagle Environmental invoice number 13835, dated 5/31/2016 in the amount of $5,271.50. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve Horizon Engineering invoice number 23, dated 7/1/2016, in the amount of $6,605.00. Second by Mr. Karney. Motion passed 7-0. Discussion on this item included that the invoice was for services such as monthly meetings, major unit startup, remedy issues, back checks, etc. Mr. Karney asked for a plan to track what Horizon has accomplished and to know what percentage of their budget has been used.*
* *A motion was made by Mr. Seydewitz to approve North East Irrigation invoice number 438512 dated 7/8/2016 in the amount of $4,950.00. Second by Mr. Karney. Motion passed 7-0. Discussion on this motion included that damage was unknowingly done to the irrigation system to the ball fields by a contractor. The Committee is paying only for the damage done, not for any other upgrades that may occur.*
* *A motion was made by Mr. Seydewitz to approve two WB Mason invoices, numbered 708585 & 711357, in the total amount of $11,248.00. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve Special Testing Laboratories invoice number 30247, dated 6/30/2016, in the amount of $5,685.00. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve Insalco invoice number 5920, dated 4/4/2016, in the amount of $6,564.96. Second by Mr. Karney. Motion passed 7-0.*
* *A motion was made by Mr. Seydewitz to approve three Midwest Technology invoices, numbered 2072118-02, 2072118-03 & 2072118-04 in the total amount of $7,497.00. Second by Mr. Karney. Motion passed 7-0.*

**Bid roof brick repair – (Going out to bid is acceptable by the State) SLAM to discuss the issue:** Mr. Gollenberg and Ms. Samuelson reported that the upper roof over the auditorium/gym area is blocking roof weep holes, which are small holes that allow water to drain down the exterior face of the wall. The weeps were unknown as the roof was replaced sometime in the 1980s or 1990s and they were covered. New weeps need to be created higher up. They are recommending that five courses of brick are cut because some of the bricks are turned, and for the entire length of the roof. There was further detailed discussion on weep holes, how flashing will be installed, wall construction, etc.

The state will still reimburse as this was an existing condition. Each bidding contractor can bid how far apart they feel comfortable making the weeps, which will be included in means & methods. Downes will hold the contract and have oversight on the bidders.

*A motion was made by Mr. Karney, seconded by Ms. Barber, to authorize Downes to go out to bid for replacement or modification of the weep holes on the auditorium/gymnasium upper roof and to also authorize SLAM to provide the engineering services that support the bid. Voted 7-0.*

**Approve Change Order 278 abatement of vermiculite phase 3 areas 2 and 3 - $31,995.66:** Mr. Jensen stated that he will provide a spreadsheet to track removals/budget.

*A motion was made by Mr. Karney, seconded by Mr. Seydewitz, to approve Downes change order number 278 for the abatement, removal and disposal of vermiculite phase 3 areas 2 and 3, in the amount of $31,995.66. Voted 7-0.*

**Sub-Committee Reports:** None

**Chairperson’s Report:**

**12th Quarterly Report:** A draft of the quarterly report was read by the members of the Committee. Comments included that the acronyms should be spelled out (FCS for example), the report should be all in the past tense, and a request to attach a phasing plan for as close to the end of June as possible.

*A motion was made by Ms. Barber, seconded by Mr. Gauthier, to accept the quarterly report for the period ending June 30, 2016, with the previously mentioned changes. Voted 7-0.*

In response to the prior month’s request to have an agenda item for Committee member comments, Chairperson Smith stated that specific issues should be on the agenda, such as the time capsule which was on the agenda for this meeting, and if something else comes up during the meeting or after the agenda is sent, she will ask during the Chairperson’s Report if there other items that Committee members wish to discuss.

**Public Remarks:** Nathan Lazar, also from Troop 57, introduced himself to the Committee and stated that he was at the meeting to earn his communications badge toward becoming an Eagle Scout.

**Next Meeting – August 18, 2016, 5:30 p.m., Location to be determined, with another tour at 4:30 p.m. at the High School.**

**Adjournment:**

*At 6:56 p.m. a motion was made by Ms. Abraham to adjourn; seconded by Mr. Seydewitz. Motion passed 7-0.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk