

HIGH SCHOOL- ADDITIONS AND RENOVATIONS

S.P.N.042-0041 RNV

BUILDING COMMITTEE

East Hampton High School

15 N. Maple St., East Hampton, CT 06424

Thursday, December 15, 2016

Draft Minutes

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

Committee Members Not Present: Michael Zimmerman and Alternate Members Thomas Cooke and David Ninesling

Also Present: Robert Hart and Sean Jensen, Colliers International (CI); Glenn Gollenberg, SLAM; Steve Smith, Downes Construction Company (DCC), Jon Fidler, EHHS Principal, Paul Smith, Superintendent of Schools, Glen LeConche, Town of East Hampton Building Official, Sarah Smith-Levine, Systems Integration Analyst for EH Public Schools

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

Public Remarks:

Paul Smith, Superintendent of Schools, stated that he is receiving increased pressure from the Town Council, Board of Finance and parents over the water situation. He believes that it is reaching the point where it will be perceived as crisis-level and is hoping for more information in this meeting.

Jon Fidler, EHHS Principal, echoed Superintendent Smith's concern about the water.

Steve Smith of Downes Construction stated that they received the second part of the Power Hawk report today, and while there is no definitive answer the report is pointing toward DC current of unknown origin as the issue.

Review and Approve Minutes:

November 17, 2016 Regular Meeting: *Mr. Karney moved and Ms. Barber seconded, to approve the minutes of the November 17, 2016 regular meeting. Voted 5-0-1 in favor with Ms. Abraham abstaining.*

Project Manager's Report (Colliers International):

Project Update: Please see the attached for the Owners Project Manager's Report as explained in detail by Mr. Hart. Additional details provided below.

Move/FF&E Coordination Update: The move will occur between 12/27 – 12/30 while the students and teachers are out of school. FF&E will be in this week. Mr. Hart will have a list of deferrable items and FF&E which will be sent out to committee members for review prior to the next meeting. At the January meeting they can then approve certain items. This will include a matrix of everything deferred to date, the reason for deferral, and whether the item is in or out of scope.

Blue Water Update: Mr. Jensen stated that on behalf of Colliers and the project team, that they understand the urgency and want to fully address the issue. They are interacting with the State for recommendations, and trying to coordinate a meeting with the State, who wanted full test results first. The electrical consultant just delivered the second part of the testing result this day, and they are hoping to come up with a comprehensive answer that State and local authorities approve early next week. The State prefers to deal with only a few channels at their level, and those people in town are Don Harwood and Mike Filanda, who are dealing with the DPH now. Chairperson Smith stated that the committee is hoping for a plan, with a timeframe, early next week.

There was discussion with Mr. Smith of Downes, Mr. Gauthier and Mr. Gollenberg about a possible solution of adding a layer of phosphate to the pipes to help absorb the copper. This will be evaluated as a possible treatment option. Also discussed was that there will need to be further steps taken to identify where the DC current is coming from before it can be resolved. He offered to provide an information session to the public regarding the issue so they understand exactly what the problem is and the steps they are taking to resolve it. Superintendent Smith suggested that this could occur at the January 17, 2017 Board of Ed meeting.

Music Room Accessibility: Mr. Hart reported that the ramp design to the upper level of risers has been reviewed and approved by the Building Official; the design meets the intent of the code and Downes has been directed to continue with that construction. Chairperson Smith noted that there are no students in the town at present that need that access, but that could change in the future. She suggests a possible solution of a temporary lift that could be used only when needed. Mr. Gollenberg stated that this could be an adequate

solution. This is something that would occur down the road, as needed, so that they are not purchasing something now that would be out of date if and when it is eventually needed.

Review of Change Orders Approved Since 17, 2016: Mr. Hart and Mr. Steve Smith reviewed the list of change orders approved since the last meeting, adding clarification as needed.

Reports and Discussion:

Construction Update (Downes): Mr. Steve Smith gave this update.

Phase 4 Renovations: Phase 4 is nearing completion; final inspections with the Fire Marshal and Building Official will occur within the next two weeks. FF&E begins next week, flooring is being installed, the move will occur Christmas week. All new classrooms except for the music room will be turned over January 3. Music will be on January 10 because of the ongoing work in that room as previously mentioned.

Site Work: No major work is occurring now as it's getting cold.

Overall Project Schedule to Completion: The 50's wing comes down in early January and there will be site utilities to work on. At the end of March they will turn over Phase 5 and remove the Pod. The parking lot will build at the end of May, at which point they will be done.

Architect's Update (SLAM):

Exterior Signage Update: Mr. Gollenberg reported that he has a spec and elevation for the exterior sign to review with Mr. Fidler; he will also send this out to the Building Committee.

Action Items:

Approval of Invoices:

- *A motion was made by Mr. Seydewitz to approve Downes Construction Co. invoice number 24 dated 11/30/16 in the amount of \$703,555.13. Second by Ms. Barber. Motion passed 6-0.*
- *A motion was made by Mr. Seydewitz to approve SBS/Colliers invoice number 17039 dated 11/30/16 in the amount of \$19,559.00. Second by Mr. Karney. Motion passed 6-0.*

- *A motion was made by Mr. Seydewitz to approve SLAM Collaborative invoice number 1014093, dated 12/6/16 in the amount of \$24,399.27. Second by Mr. Karney. Motion passed 6-0.*
- *A motion was made by Mr. Seydewitz to approve Special Testing Laboratories, Inc. invoice number 30488 dated 8/31/16 in the amount of \$11,435.71. Second by Mr. Karney. Motion passed 6-0. Discussion occurred: It was asked why this invoice was so old to which it was replied that this was just received from the town, and STL has been submitting late. Mr. Jensen noted there will be another late one in January because of a clerical catch-up with paperwork. It was noted there is no negative impact because of timing, since these are not change orders. Mr. Karney asked if the compressive strength issues with the mortar were resolved. The answer is yes with a plan and documentation, Mr. Steve Smith noted this was a contractor issue not a testing issue and they do know where testing occurred.*
- *A motion was made by Mr. Seydewitz to approve Red Thread invoice number 606256, dated 11/9/16 in the amount of \$23,058.00. Second by Mr. Karney. Motion passed 6-0. Discussion occurred: this invoice is for drafting tables.*
- *A motion was made by Mr. Seydewitz to approve WB Mason invoice number SF000028522.AB dated 11/15/16 in the amount of \$9,366.99. Second by Mr. Karney. Motion passed 6-0.*
- *A motion was made by Mr. Seydewitz to approve WB Mason invoice number SF000028522.H, dated 11/15/16 in the amount of \$2,772.00. Second by Mr. Karney. Motion passed 6-0.*

Approval of Phase 4 Technology Quotes & Technology Budget Discussion: Mr. Hart noted that the first quote from Apple is for two mac books, which is a revision from the quote that was approved last month for one mac book. Ms. Smith-Levine stated that the mac books are needed for the music program (only the teachers) to use the software that has already been approved (ProTools), which runs better on a mac. She was asked if she anticipates more macs spread throughout the building to which she replied that she does not think so; although music and art applications run better on macs.

An update was given on the technology budget. There was originally \$717,000 in the budget, of which \$675,971.00 has been used. There are several outstanding items totaling \$77,382, which leaves them over budget by about \$36,000. This was discussed with the IT Department who cut two chromebook carts from the list of requests, and decided that the LCD monitors for in-classroom breakout sessions (\$24,900) could probably be deferred. Or, the budget could be increased to accommodate all items.

There was discussion on how they ended up over budget, with Ms. Smith-Levine explaining that the original design was light for what the school actually needed. The specs for switches was inappropriate for the size of the building and the amount of data. The switches they ended up purchasing are modular, and more costly. Same with the servers. She noted that these two items were over the original budget, but that they have consistently been saving money on the hardware items. The original switches were quoted at \$114,648, and the correct ones purchased totaled \$167,764. The original servers were quoted at \$28,302 and the correct ones purchased were \$48,443. Mr. Smith-Levine explained why the upgrade was needed stating that the project was under-specified for RAM and hard drive memory, and that the amount of data has grown exponentially even as she has been with the district.

Mr. Jensen noted that the money could come from owner's contingency, and it was generally agreed that it should. Mr. Hart noted that there are outstanding items of digital signage at \$8,739 and the two macs briefly touched on above at \$2,318 each. Net \$36,000 is needed to close out this part of the project, but that with the cancellation of the two chrome carts, that would be \$4,450 less. It was noted that the committee will look askance at any future technology budget requests.

Further discussion occurred on the role of the servers and switches at the school, duly noted that these items are not used by the town, only the schools. There are "other facilities" that use the technology, but they are the other schools. Discussion on possible pro-rating by the state occurred. Mr. Gauthier asked a question about what the burden on the equipment is from the other schools, and this was discussed, along with the fact that the number is probably very small. Ms. Smith-Levine noted that even if the high school were a stand-alone building the same switches and servers would still have been needed because of the port density.

Ms. Barber made a motion, seconded by Mr. Karney, to approve Apple Inc. quote number 2203559296, dated December 2, 2016, in the amount of \$4,636.00. Voted 6-0 in favor.

Ms. Barber made a motion, seconded by Mr. Seydewitz, to approve Ergonomic Group proposal number P237313, dated October 18, 2016, in the amount of \$36,975.00. Voted 6-0 in favor. Discussion: Mr. Gauthier asked if this was in the current budget; the answer is yes.

Ms. Barber made a motion, seconded by Mr. Karney, to approve The Ergonomic Group's proposal number P239008c, dated December 6, 2016, in the amount of \$4,704.00. Voted 6-0. Discussion: This replaces a quote that was approved last month that had an error in the PO. This reduces the amount by about \$5,000 by eliminating the monitors. The voided PO will be included with the minutes.

Approval of FF&E Digital Photo Computer Lab Teacher's Desk Leaf Quote: Mr.

Hart explained that this quote for an additional part for the teacher's desk in the digital photo lab. This would allow the wires from the equipment on the desk to be routed out of the way on the "L" shape of the desk. This gives a path for the wires and also more space for the teacher.

Ms. Abraham made a motion, seconded by Mr. Karney, to approve the Red Thread quote dated September 7, 2016 with no reference number, for one Smith System Acrobat 2 Student Desk modified with (2) grommets in work surface for \$695.30. Voted 6-0 in favor.

Sub-Committee Reports: Mr. Karney stated that they have reached a point where deferred items need to be completed before Downes leaves the premises. Because they need to work backward on a time frame, the finance sub-committee has asked for a list from Downes, Colliers and SLAM. Some items will need to be acted upon now, or it will cost more for them to be completed after project completion. Numbers will be prepared for the January meeting.

Mr. Seydewitz noted that additional security items were identified by Don Harwood, which will be discussed in an executive session prior to next meeting. Mr. Harwood has also identified new FF&E requests.

Ms. Abraham asked Mr. Fidler to email her with a date for an open house. Superintendent Smith suggested before the concert to occur in February.

Chairperson's Report: Ms. Barber stated that she received an email from Mike Mercauldi about the handicapped parking in the back. He is wondering how to get from the lot onto the curb and into the back entrance. Discussion occurred on whether there is a curb cut in this location. This will be determined and rectified if there is not. Mr.

Fidler noted that he had fielded a question by a person with a walker about the ramps in front of the school and the fact that the way they were reconfigured forces someone to walk further to get to the cross walk in the parking lot. This issue was also discussed, and noted that they would be reluctant to add more crosswalks (at the ends of the ramps) as putting more places for people to walk across the drive is a potential danger.

Public Remarks: None

Next Meeting – January 19, 2017, 5:30 p.m., High School TBell

Adjournment:

At 6:59 p.m. a motion was made by Ms. Abraham to adjourn; seconded by Mr. Karney. Motion passed 6-0.

Respectfully submitted,

Eliza LoPresti
Recording Clerk

12/15/2016 11:38
lcoughlin

TOWN OF EAST HAMPTON
ENCUMBRANCE/LIQUIDATION JOURNAL ENTRY PROOF

P 1
pomaintn

CLERK: lcoughlin

YEAR PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	ENCUMBRANCE	LIQUIDATION
2017	6	112									
POM	54940000-5743-93766		12/15/2016	PO MAINT	001081	11700342	CAN 1	Furniture & fixtures closed per Rob Hart	4 2017		2,318.00
										.00	.00
POM	54-3000		12/15/2016	PO MAINT	001081	11700342		Encumbrances	2017		2,318.00
POM	54-3002		12/15/2016	PO MAINT	001081	11700342		Budgeted F/B Reser for Encumb	2017	2,318.00	
								SYSTEM GENERATED ENTRIES TOTAL		2,318.00	2,318.00
								JOURNAL 2017/06/112 TOTAL		2,318.00	2,318.00

12/15/2016 11:38
lcoughlin

TOWN OF EAST HAMPTON
ENCUMBRANCE/LIQUIDATION JOURNAL ENTRY PROOF

P 2
pomaintn

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
54	CAPITAL PROJECTS	2017	6	112	12/15/2016	Encumbrances		2,318.00
	54-3000					Budgeted F/B Reser for Encumb	2,318.00	
	54-3002							
						FUND TOTAL	2,318.00	2,318.00

** END OF REPORT - Generated by Lori Coughlin **

12/15/2016 11:40
lcoughlin

TOWN OF EAST HAMPTON
ENCUMBRANCE/LIQUIDATION JOURNAL ENTRY PROOF

P 1
pomaintn

CLERK: lcoughlin

YEAR PER	JNL	ACCOUNT	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	ENCUMBRANCE	LIQUIDATION				
SRC	EFF	DATE	JNL	DESC	REF	1	REF	2	REF	3	LINE	DESC	T	OB	ENCUMBRANCE	LIQUIDATION
2017	6	113														
POM	54940000-5743-93766	12/15/2016	PO	MAINT	004803	11700344	CAN	1			Furniture & fixtures cancel per Rob Hart	4 2017			14,415.00	
															.00	.00
POM	54-3000	12/15/2016	PO	MAINT	004803	11700344					Encumbrances	2017				14,415.00
POM	54-3002	12/15/2016	PO	MAINT	004803	11700344					Budgeted F/B Reser for Encumb	2017	14,415.00			
SYSTEM GENERATED ENTRIES TOTAL													14,415.00		14,415.00	
JOURNAL 2017/06/113 TOTAL													14,415.00		14,415.00	

12/15/2016 11:40
lcoughlin

TOWN OF EAST HAMPTON
ENCUMBRANCE/LIQUIDATION JOURNAL ENTRY PROOF

P 2
pomaintn

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
54	CAPITAL PROJECTS	2017	6	113	12/15/2016	Encumbrances		14,415.00
	54-3000					Budgeted F/B Reser for Encumb	14,415.00	
	54-3002							
						FUND TOTAL	14,415.00	14,415.00

** END OF REPORT - Generated by Lori Coughlin **

12/15/2016 11:42
lcoughlin

TOWN OF EAST HAMPTON
ENCUMBRANCE/LIQUIDATION JOURNAL ENTRY PROOF

P 1
pomaintn

CLERK: lcoughlin

YEAR PER	JNL	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	ENCUMBRANCE	LIQUIDATION
SRC	ACCOUNT	EFF	DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE	DESC			
2017	6	114											
POM	54940000-5743-93766	12/15/2016	PO MAINT	008847	11700347	CAN	1		Furniture & fixtures		4		2,527.00
									close per Robert Hart		2017		
												.00	.00
POM	54-3000	12/15/2016	PO MAINT	008847	11700347				Encumbrances		2017		2,527.00
POM	54-3002	12/15/2016	PO MAINT	008847	11700347				Budgeted F/B Reser for Encumb		2017	2,527.00	
									SYSTEM GENERATED ENTRIES TOTAL			2,527.00	2,527.00
									JOURNAL 2017/06/114	TOTAL		2,527.00	2,527.00

12/15/2016 11:42
lcoughlin

TOWN OF EAST HAMPTON
ENCUMBRANCE/LIQUIDATION JOURNAL ENTRY PROOF

P 2
pomaintn

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
54	CAPITAL PROJECTS	2017	6	114	12/15/2016	Encumbrances		2,527.00
	54-3000					Budgeted F/B Reser for Encumb	2,527.00	
	54-3002							
						FUND TOTAL	2,527.00	2,527.00

** END OF REPORT - Generated by Lori Coughlin **