

21 July 2016

SPECIAL MEETING MINUTES
BOATHOUSE/HAINS PARK IMPROVEMENTS COMMITTEE

7:00 p.m., MEETING HALL, OLD LYME TOWN HALL

PRESENT

PG	Paul Gianquinto	Co-Chairman
PF	Paul Fuchs	Co-Chairman
BS	Brian Schuch	Secretary
KB	Ken Biega	
GH	Greg Hack	
SS	Skip Sibley	Ex-Officio

ABSENT

JP	John Parker	
DB	Don Bugbee	
PC	Phil Carney	
RD	Bob Dunn	
BR	Bonnie A. Reemsnyder	Ex-Officio
JF	John Flower	Ex-Officio
JR	John Rhodes	Ex-Officio
AR	Andy Russell	Ex-Officio
NP	Nina Peck	Architect

CALL TO ORDER> PG 7:05 p.m.

1. ADDITIONS TO AGENDA

None.

2. CORRESPONDENCE

The e-mail from Old Lyme P&R Commission (R. Dunn) dated 14 Jul16 and BHPIC (P. Gianquinto) response dated 14 Jul 16 (attached) regarding hiring a Clerk of the Works for the Boathouse project was discussed. **SS** stated that Ed Adanti (OLPW) will also periodically visit the site and the Town anticipated hiring a Facilities Manager who would also be tasked with monitoring progress on site. There are no plans to hire a COW at this time.

3. BUDGET UPDATE

The updated budget report, distributed to all members by e-mail on 20 Jul 16, is attached.

4. OLD BUSINESS

- a. **Toilet Building Improvements** – Tabled; no member of the Sub-Committee was present to report.
- b. **Pavilion** – Tabled; no new information available.
- c. **Park Accessibility** – Tabled; no new information available.

5. NEW BUSINESS

a. **Report on BOS meeting 5 Jul 16**

SS reported that the BOS had signed the MOA between the Town and Region 18 for transfer of ownership of the existing boathouse to the Town. The new lease agreement is still in negotiation and will be finalized no later than 30 days after receipt of the Certificate of Occupancy.

b. **Status of Scope Construction Company contract**

PG reported that BR had signed the Scope Construction contract and sent it back to them. Scope submitted Payment and Performance bonds and an insurance certificate which had been returned for revision because the bonds were not on the required forms and the insurance did not specify the Town and State as additional insureds.

c. **Authorize storage container rental**

PG distributed pricing for delivery, pick-up and rental of three 20' storage containers (attached) for the rowing program equipment to permit their continued operation during construction. GH mentioned that the OLRA had spent \$3,450.00 for two temporary boat storage racks for the rowing program's use.

MOTION> PF (GH) To authorize rental of three (3) 20-foot storage containers from Aaron Supreme Storage for up to four (4) months at a cost not to exceed \$1,590.

d. **Approve payment of invoices:**

MOTION> PG (PF) To approve payment of the following invoices. 5-0-0

- i. NCP invoice OL-16-03 dated 6 Jul 16 in the amount of \$1,100.00
- ii. Garcia & Milas invoice RAG-OLYM-002 dated 30 Jun 16 in the amount of \$2,308.75
- iii. The Day invoice dated 30 Jun 16 in the amount of 330.60

Approved 5-0-0

e. **Appoint Boathouse Building Sub-Committee**

MOTION> PG (PF) To appoint a Boathouse Building Sub-Committee of five (5) members tasked with:

- Confirming monthly construction progress,
- Approving pay applications,
- Approving change orders not exceeding \$2,000,
- Attending on-site meetings with the Architect and Contractor,
- Reporting to the BHPIC on a monthly basis,
- With the following members; **PG, PF, KB, BS; DB.**

Approved. 5-0-0

6. APPROVAL OF MINUTES

MOTION> PG (KB) To approve minutes of the 28 Jun 16 Scope Review Meeting Minutes as submitted. 2-0-3

MOTION> PG (GH) To approve minutes of the 30 Jun 16 Special Meeting Minutes as submitted. 3-0-2

6. PUBLIC COMMENTS

None.

7. ADJOURNMENT

MOTION> BS (PF) To adjourn at 7:40 p.m. 5-0-0

**Hains Park Boathouse
Storage Container Rental Costs**

Vendor	Delivery & Pickup per Container	Monthly Rental		Total Cost	
		20'	20' DE	3 Months	4 Months
Aaron Supreme Leasing	\$ 190.00	\$ 75.00	\$ 90.00	\$ 1,335.00	\$ 1,590.00
Eagle Leasing	\$ 330.00	\$ 89.00	\$ 129.00	\$ 2,031.00	\$ 2,378.00
ModSpace	\$ 450.00	\$ 79.00	NA	\$ 2,061.00	\$ 2,298.00

Fund 15 - Hains Park Boathouse Improvement Project																				
EXPENDITURES													FUNDING				PHASE			
Date	Vendor	Description	Amount	ARCHITECT	ESTIMATOR	ENGINEERING	PRINTING	ADVERTISING	STORAGE RACKS	ATTORNEY	DOCKS	INSPECTION	STEAP	TOWN	DONATIONS	TOTAL	1	2	TOTAL	
BUDGET													478,000.00	405,100.00	51,800.00	934,900.00				
2/24/2014	The Day	Advertising	127.60					127.60						127.60		127.60	127.60		127.60	
5/19/2014	Shoreline Sanitation	Inspection Report	420.00									420.00		420.00		420.00	420.00		420.00	
6/12/2014	Nina Cuccio Peck Architect	Architect	8,800.00	8,800.00									8,800.00	420.00		8,800.00	8,800.00		8,800.00	
7/2/2014	Focus Tool & Engineering	75% deposit on boat racks	29,325.00						29,325.00				29,325.00			29,325.00	29,325.00		29,325.00	
8/18/2014	BSC	Surveying	6,000.00			6,000.00							6,000.00			6,000.00	6,000.00		6,000.00	
8/27/2014	Nina Cuccio Peck Architect	Architect	8,300.00	8,300.00									8,300.00			8,300.00	8,300.00		8,300.00	
9/8/2014	Nina Cuccio Peck Architect	Architect	500.00	500.00									500.00			500.00	500.00		500.00	
9/19/2014	Nina Cuccio Peck Architect	Architect	7,700.00	7,700.00									7,700.00			7,700.00	7,700.00		7,700.00	
11/6/2014	Nina Cuccio Peck Architect	Architect	7,700.00	7,700.00									7,700.00			7,700.00	7,700.00		7,700.00	
11/6/2014	The Day	Advertising	617.70					617.70						617.70		617.70	617.70		617.70	
11/12/2014	Ciel Inc	Printing	157.50				157.50							157.50		157.50	157.50		157.50	
11/12/2014	Nina Cuccio Peck Architect	Architect	416.89				416.89						416.89	157.50		416.89	416.89		416.89	
12/8/2014	The Day	Advertising	188.50					188.50						188.50		188.50	188.50		188.50	
2/20/2015	Regatta Dock Systems	Docks-deposit	16,762.90								16,762.90				16,762.90	16,762.90	16,762.90		16,762.90	
2/20/2015	Regatta Dock Systems	Docks-Balance	16,762.90								16,762.90				16,762.90	16,762.90	16,762.90		16,762.90	
3/19/2015	Regatta Dock Systems	Docks	3,012.00								3,012.00				3,012.00	3,012.00	3,012.00		3,012.00	
3/19/2015	Regatta Dock Systems	Docks	3,012.00								3,012.00				3,012.00	3,012.00	3,012.00		3,012.00	
8/12/2015	Nina Cuccio Peck Architect	Architect	7,000.00	7,000.00									7,000.00			7,000.00	7,000.00		7,000.00	
9/30/2015	Regatta Dock Systems	Docks-add parts	1,168.40								1,168.40				1,168.40	1,168.40	1,168.40		1,168.40	
10/27/2015	Nina Cuccio Peck Architect	Architect	3,360.00	3,360.00									3,360.00		-	3,360.00	-	3,360.00	3,360.00	
11/15/2015	Professional Construction Services	Estimating	3,336.00		3,336.00								3,336.00		-	3,336.00	2,426.00	910.00	3,336.00	
1/11/2016	Nina Cuccio Peck Architect	Architect	14,000.00	14,000.00									14,000.00			14,000.00	14,000.00		14,000.00	
2/12/2016	Ciel Inc	Printing	29.75				29.75						29.75			29.75	29.75		29.75	
2/12/2016	Ciel Inc	Printing	231.00				231.00						231.00			231.00	231.00		231.00	
2/12/2016	Ciel Inc	Printing	98.00				98.00						98.00			98.00	98.00		98.00	
2/12/2016	Professional Construction Services	Estimating	2,470.00		2,470.00								2,470.00			2,470.00	2,470.00		2,470.00	
4/26/2016	Ciel Inc	Printing	10.50				10.50						10.50			10.50	10.50		10.50	
4/26/2016	Ciel Inc	Printing	56.00				56.00						56.00			56.00	56.00		56.00	
5/24/2016	Nina Cuccio Peck Architect	Architect	1,000.00	1,000.00									1,000.00			1,000.00	1,000.00		1,000.00	
6/8/2016	Nina Cuccio Peck Architect	Architect	1,800.00	1,800.00									1,800.00			1,800.00	1,800.00		1,800.00	
6/27/2016	Ciel Inc	Printing	404.80				404.80						404.80			404.80	404.80		404.80	
6/28/2016	Garcia & Milas	Attorney	495.00							495.00			495.00			495.00	495.00		495.00	
			145,262.44	60,160.00	5,806.00	6,000.00	1,404.44	933.80	29,325.00	495.00	40,718.20	420.00	103,032.94	1,511.30	40,718.20	145,262.44	140,992.44	4,270.00	145,262.44	
													Available	374,967.06	403,588.70	11,081.80	789,637.56			

Gianquinto, Paul A.

From: Gianquinto, Paul A.
Sent: Thursday, July 14, 2016 2:11 PM
To: 'rwdunn1@aol.com'; kenbiega@ogind.com; parkrec@oldlyme-ct.gov; pcarney@wesleyan.edu; building@oldlyme-ct.gov; paul@pfna.com; gahdds@aol.com; parkerju@aol.com; breemsnyder@oldlyme-ct.gov; rhodesj@region18.org; .schuch@gmail.com; skip.sibley@yahoo.com; NCParch@sbcglobal.net; arussell@hallradio.net; maryjonosal@gmail.com
Cc: missycolburn@gmail.com; jvflower@sbcglobal.net; mail@nigellologan.com; tgwg1215@att.net; parkrec@oldlyme-ct.gov; itti2@aol.com; megarbarino@ccamail.com
Subject: RE: OL Parks and Recreation Commission Communication to BHPIC

Bob et al,

Don Bugbee asked about a Clerk of the Works (COW) during the 30 June meeting of the BHPIC and it was discussed briefly with no decision made.

My position is that due to the project's small size, extremely simple nature, and low level of finish, a COW will add little value to the process. Please note that:

- The Building Inspector will inspect footing bottoms, rebar, sheathing nailing patterns, structural tie-downs, electrical installation and other Code-related items.
- We will hire a testing agent to take and break concrete cylinders.
- The IWEO/ZEO and the Civil Engineer will inspect sedimentation/erosion control measures periodically.
- We anticipate a maximum of 5 pay applications (AIA G702/G703), and the schedule of values will be broken down in sufficient detail to allow monthly progress to be easily assessed for line item percent completion.
- We will hold job site meetings on a weekly or bi-weekly basis, as appropriate.
- Members of the Committee will be on site daily for OLRA activities, I will stop by 4-5 times a week, and the Architect's office is minutes away; there will be plenty of eyes watching the job.
- I am listed as the Owner's Representative on the AIA A101 (Standard Form of Agreement Between Owner and Contractor).

We have time to discuss this further and retain a COW if desired, but please note that anything spent to retain a COW will decrease the funding available for toilet building renovations and the pavilion P&R has requested.

Paul A. Gianquinto
Co-Chairman BHPIC

From: rwdunn1@aol.com [<mailto:rwdunn1@aol.com>]
Sent: Thursday, July 14, 2016 10:21 AM
To: Gianquinto, Paul A.; kenbiega@ogind.com; parkrec@oldlyme-ct.gov; pcarney@wesleyan.edu; rwdunn1@aol.com; building@oldlyme-ct.gov; paul@pfna.com; gahdds@aol.com; parkerju@aol.com; breemsnyder@oldlyme-ct.gov; rhodesj@region18.org; .schuch@gmail.com; skip.sibley@yahoo.com; NCParch@sbcglobal.net; arussell@hallradio.net
Cc: rwdunn1@aol.com; missycolburn@gmail.com; jvflower@sbcglobal.net; mail@nigellologan.com; tgwg1215@att.net; parkrec@oldlyme-ct.gov; itti2@aol.com; meGARbarino@ccamail.com
Subject: OL Parks and Recreation Commission Communication to BHPIC

At the Parks and Recreation Commission Meeting on July 8, 2016, it was brought to the attention of the Commission that there is no plan by the Boathouse Committee to have a Clerk of the Works assigned to the Boathouse Project. It is the consensus of the Parks and Rec Commission that a Clerk of the Works be assigned to the building project in order to

represent the interests of the Town in regard to ensuring that the quality of both materials and workmanship are in accordance with the design information, in addition to oversee the building project which would include things such as any change orders, approval of invoices, etc. If the Boathouse Committee does not appoint a Clerk of the Works, they should, at least, identify a single person within the Committee who is accountable for overseeing the project.

It was also brought to our attention that all projects in the past have had a Clerk of the Works and it would be in the best interest of the Town to do the same for this project.