**Elementary School Building Committee**

**10/15/12 7:00 PM COA Room, Town Building**

Present: Amy Hastings, Ellen Sturgis, Gary Bernklow, Lynn Colletti, Charlie Kern, Craig Martin, Stephen Quinn, Michael Wood, Paul Griffin – CMS, Phil Poinelli – SMMA, Mike Dykens – SBS, Commissioning Agent

Guests: Ann Needle, Janet Stiles

**Approve Minutes**

Minutes of 8/13/12 – MW moved to accept as amended, CM 2nd. Unanimous, with 1 abstention.

Minutes of 8/30/12 – GB moved to accept as written, AH 2nd. Unanimous.

Minutes of 9/10/12 – MW move to accept as amended, SQ 2nd. Unanimous, with 2 abstentions.

Minutes of 9/24/12 – GB moved to accept as amended, MW 2nd. Unanimous, with 1 abstention.

**Open Meeting Complaint**

MW assumed role as chair for this agenda item. MW read conclusion from AG’s office as well as two emails found not compliant. Janet Stiles spoke regarding violation of open meeting law.

ES and AH resumed roles as co-chairs of ESBC.

**Report From School**

MW reported on new building from school perspective. He stated that overall building has been working well and there were no general issues.

Discussion of training and informing teachers of systems pertaining to them, i.e.; lighting controls, etc…

Drinking water treatment approved by DEP on 10/3/12 and water is suitable for all uses intended.

**Commissioning Report**

MD spoke regarding status of commissioning. He stated that he is available for support going forward to Facilities Director. He will be involved in the 10 month warranty review in June 2013. MD reviewed commissioning log. All items completed with six outstanding which are in process to complete. PG stated that of the six outstanding items, four are complete and he believes other two complete but need verification.

**Punch list**

PG reported that outstanding items down to a handful if issues, expected to be completed by end of week. SMMA expected to review punch list next week.

Substantial completion date should be date of resumption of school after February vacation 2012 for Phase 1 and start of school September 2012 for Phase 2. Warranties begin at substantial completion of Phase 2.

Retainage is separated from substantial completion, per contract documents, and is not released until verification of outstanding issue completion.

Status of CHP’s documentation expected in the next day or so.

Discussion of outstanding items and how to track progress and maintain leverage to achieve completion. Town holds 5% retainage as incentive to complete work and release funds at a set value for each item.

Pompo is cleaned out as far as equipment and District to fulfill obligation t5o Town and turn building over to Town.

**Projected Project Closeout**

Construction – Punchlist ongoing, to be completed soon.

Technology – Close but subject to verification, awaiting some ordered equipment.

Furniture – Small items left.

Documentation – Ongoing, CHP’s is the majority and should be submitted this week.

Change Orders – Outstanding, disputed CO negotiations ongoing with bonding company.

GB moved to authorize release of $600,000 from retainage made up of completed work and retainage subject to SMMA verification and approval of CHP’s documentation. MW 2nd, Unanimous.

Next Meeting 11/5/12

GB motioned to adjourn, MW 2nd. Unanimous at 8:45.