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COLCHESTER, VT
2019 MAY 13 AM 11:18

MINUTES

Members Present: Thomas Tyler, Paul Picard, Anthony Tarnowski, Joe Ruiz, Irene Malsbenden, Lynn Goodwin

Members Absent: None

Others Present: Tecton: Stephen Melingonis; O&G: Gus Kotait; Arcadis: Tammy Hamelin; Director of Educational Operations Ken Jackson, CBSL President Patrick Walsh; Citizen Joy Tyler

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:03 pm.
2. **Changes to the Agenda:** None
3. **Citizen's Comments:** None
4. **Approval of Minutes - April 11, 2019:** J. Ruiz motioned to approve the March 14, 2019 meeting minutes, seconded by L. Goodwin. All members voted in favor. **MOTION CARRIED.**
5. **Approval of invoices:**
 - A. Tarnowski motioned to approve the following invoices in the amount of \$465,146.74, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**

VENDOR	INV. #	DESCRIPTION	PRJT. #0043	PRJT. #0044	TOTAL
O&G Industries	Application #029 Dtd. 05/07/19	CM & Construction Services 04/01/19 – 04/30/19	312,586.79	1,870.46	314,457.24
Tecton		No invoice This Billing Period	0.00	0.00	0.00
Arcadis		No Invoice This Billing Period	0.00	0.00	0.00
IMTL	Inv. #: 3202-R Dtd. 04/30/19	Testing Services / Reports	160.00	0.00	160.00
H.B. Communications PO#: 196501	Inv. #: 115467CE3 Dtd. 02/27/19	Video Production Equipment - On Site Installation & Testing	5,390.00	0.00	5,390.00
H.B. Communications PO#: 196581	Inv. #: 115467CE1 Dtd. 01/30/19	Video Production Equipment	5,581.00	0.00	5,581.00
Red Thread PO#: 186582	Inv. #: 767870 Dtd. 05/06/19	FF&E Order	3,701.50	0.00	3,701.50
Red Thread PO#: 196633	Inv. #: 765587 Dtd. 04/25/19	TouchIt Wiring	61,731.00	0.00	61,731.00
Red Thread PO#: 196637	Inv. #: 766446 Dtd. 04/26/19	Casters	73,718.00	0.00	73,718.00
W.B. Mason PO#: 196584	Inv. #: 164285405 Dtd. 03/08/19	FF&E Order	408.00	0.00	408.00
TOTAL					\$465,146.74

6. Project Manager update and potential action:

- T. Hamelin gave the monthly report for April, including the Project Budget Summary. Total changes with CM Contingency is .47% or \$171,556.32.
- Cx & Punch list items are nearing 100% complete.
- Rewiring for the TouchIt boards was completed over spring break. Some computer issues remain but the TouchIt boards are all now working.
- A. Tarnowski requested a report that reflects encumbered items in the balance.
- The cost to install the water treatment system in the kitchen was included in PCO #202, as approved at the last meeting. The actual system is User Change Request #035.
- The following additional UCR were presented: #042, add second A1 Phone and Microwave in Pupil Services; #043, add keyboard tray on one desk in Pupil Services; #044, add ventilation to the Laser Cutter in the Innovations Room or replace with a smaller unit.
- T. Hamelin explained the original large laser cutter did not work and was sent back. Credit has been received. If a new laser cutter, the size of the previous one, is purchased, a ventilation system would need to be installed. The teacher's preference would be to instead purchase a smaller unit, similar to the one at Bacon Academy, that does not require a ventilation system and is safer for students to use. P. Picard asked T. Hamlin to take a look at the one at Bacon and verify that a smaller unit does not need ventilation before purchasing the smaller unit.

7. **Architect update and potential action:** S. Melingonis presented possible baseball field layouts. Members agreed that the best location would be as shown in option 1. The field will not meet Little League specifications but will be able to be used for T-ball, softball, and practices. The layout of irrigation heads will need to be adjusted slightly. P. Walsh thanked the Committee for adding the eliminated field back in.

8. Construction Manager update and potential action:

- G. Kotait shared a presentation video of the progress of the project.
- O&G Monthly Progress Report No. 25 through April 2019 was distributed.
- Summary Data and GMP allowances were reviewed.
- DOA unit pre-filters and heat recovery wheel damage issue has not yet been resolved. The manufacturer is not in agreement with the Connecticut representative that there is a design deficiency.
- Summer work was reviewed.
- Installation of the irrigation system will be starting.
- The landscaper will be here next week to seed.
- Brick staining will start in the next couple of weeks.
- Project closeout log update was given.
- A. Tarnowski questioned the latest ITML report.
- Superior Mechanical, sub-contractor for P&D, has gone out of business and owes their subs money for work completed on the project. P&D has asked a portion of their money be released for them to pay those companies directly. A. Tarnowski said that checks issued should be joint checks to P&D and the sub-subs.
- I. Malsbenden motioned to approve Out of Scope Change #205 for a total net sum of \$282, seconded by L. Goodwin All members voted in favor. **MOTION CARRIED.**
- P. Picard motioned to approve Out of Scope Change #206 for a total net sum of \$3,788, seconded by L. Goodwin All members voted in favor. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #207 for a total net sum of \$40,805, seconded by L. Goodwin. P. Picard, J. Ruiz, and A. Tarnowski were opposed. **MOTION DID NOT CARRY.**

Out of Scope Changes for Approval

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reimb Elig
205	Room Number Signage change per UCR 037	\$282.00	23-Apr-19	OR	N	N
206	Add AI Security phone & video intercom system to pupil service office per UCR 042	\$3,786.00	2-May-19	OR	N	Y
207	Add Wood Guard Rail and swing gate on East Drive to control unauthorized vehicular traffic from accessing the fields per UCR 026	\$40,805.00	3-May-19	OR	N	Y
		\$44,875.00				

In Scope CM Contingency Changes for Approval

PCO #	Title	Cost (\$)	Date	Reason	T&M	Reimb
		\$0.00				

Time Sensitive Changes Approved Since Last SBC Meeting

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reimb Elig
		\$0.00				

Time Sensitive In Scope CM Contingency Changes Approved Since Last SBC Meeting

PCO #	Title	Cost (\$)	Date	Reason	T&M	Reimb
		\$0.00				
Total PCO's presented for Approval		\$44,875				

Reason Code: DC = Design Deficiency, FC = Field Condition, OR = Owner's Request, AHJ = Authority Having Jurisdiction, P=Planned

- Chairman Tyler said that the June 13th meeting is scheduled for the same night as Bacon Academy graduation. The meeting date will need to be changed.

10. Discussion on communication/social media: None

11. Citizen's Comments:

12. Adjournment: P. Picard motioned to adjourn, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.** Chairman Tyler adjourned the meeting at 9:01 pm.

Submitted by,


Dawn LePage, Clerk