

MINUTES

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

Members Absent: None

Others Present: Tecton: Stephen Melingonis, Jeff Wyszynski, Jeff McElravy; O&G: Gus Kotait; Arcadis: Jack Butkus, Tammy Hamelin; Director of Educational Operations Ken Jackson

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:07 pm.
2. **Changes to the Agenda:** None
3. **Citizen's Comments:** None
4. **Approval of Minutes - January 24, 2019:** I. Malsbenden motioned to approve the January 24, 2019 meeting minutes seconded by A. Tarnowski. All members voted in favor. **MOTION CARRIED.**
5. **Approval of invoices:**
 - J. Ruiz motioned to approve the following invoices in the amount of \$830,928.81, seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**

VENDOR	INV. #	DESCRIPTION	PRJT. #0043	PRJT. #0044	TOTAL
O&G Industries	Application #026 Dtd. 02/12/19	CM & Construction Services 01/01/19 – 01/31/19	665,473.02	25,605.23	691,078.25
Tecton	Inv. # 1312019 R1 Dtd. 01/31/19	Billing Period 01/01/19 – 01/31/19	9,862.00	340.00	10,302.00
Arcadis	Inv. # 0955850 Dtd. 02/08/19	Billing Period 12/31/18 – 01/27/19 Commissioning	6,700.00 3,280.42 9,980.42	0.00	9,980.42
Arcadis	Inv. # 0955855 Dtd. 02/08/19	Billing Period 12/31/18 – 01/27/19 Commissioning	0.00	300.00 129.58 429.58	429.58
Macchi Engineers	WJJMS-SI-3 Dtd. 08/30/18	Special Inspection Services	4,332.50	0.00	4,332.50
PO#: 176569 CDW-G	Inv. # NLP2935 Dtd. 07/19/18	Technology Order	3,250.00	0.00	3,250.00
PO#: 186571 CDW-G	Inv. # NSP5657 Dtd. 08/13/18	Technology Order	1,271.58	0.00	1,271.58
PO#: 186571 Coach Cliff's Gaga Ball Pts LLC	Inv. # 28950 Dtd. 01/31/19	FF&E Order	1,471.00	0.00	1,471.00
PO#: 196620 Gerry's Music Shop	Inv. # 142764 Dtd. 01/22/19	FF&E Order	440.00	0.00	440.00
PO#: 196546 New England Fitness Distributors, Inc.	Inv. # IN30369 Dtd. 01/21/19	FF&E Order	13,560.00	0.00	13,560.00
PO#: 196521 New England Fitness Distributors, Inc.	Inv. # IN30370 Dtd. 01/21/19	FF&E Order	5,995.00	0.00	5,995.00
PO#: 196570 OFI	Inv. # 102586 Dtd. 01/22/19	FF&E Order	4,815.55	0.00	4,815.55
PO#: 186579 OFI	Inv. # 102586 Dtd. 01/22/19	FF&E Order	0.00	2,082.40	2,082.40
PO#: 186580 Red Thread Spaces	Inv. # 748559 Dtd. 01/25/19	FF&E Order	16,649.48	0.00	16,649.48
PO#: 186582 Red Thread Spaces	Inv. # 748558 Dtd. 01/25/19	FF&E Order	0.00	42,319.05	42,319.05
PO#: 186583 W.B. Mason	Inv. # 159424473 Dtd. 10/03/18	FF&E Order	5,164.00	0.00	5,164.00
PO#: 196526 W.B. Mason	Inv. # SF00128673- INV5 Dtd. 01/25/19	FF&E Order	17,788.00	0.00	17,788.00
PO#: 196525					
TOTAL					\$830,928.81

6. Project Manager update and potential action:

- J. Butkus gave the monthly report for January. January financials were not available from the Town's Finance Department.
- Current Owner's Contingency is \$631,519 for the school and \$36,068 for Pupil Services area.
- Arcadis prepared a Projected Town Costs analysis. The projected cost is currently under budget.
- T. Hamelin reviewed the following User Change Requests with the estimated cost:
 - UCR #29-Add Wood Benches to the 6th & 7th Grade Gathering Spaces (\$20,000)
 - UCR #30-Add Sink to Innovations Classroom (\$5,000)
 - UCR #31-Add Electrical and Data to Active File Room to Convert to an Office for Pupil Services (\$1,000)
 - UCR #32-Additional Cleaning for MDF Room (\$1,000)
 - UCR #33-Additional Polyurethane Top Coat for Gym B&E (\$10,329)
 - UCR #34-Install Extra Mini-Split Unit in Custodial Office (no cost give)
 - UCR #35-Add Water Treatment System to Steamer
 - UCR #36-Additional Library Equipment (Needed for Binding Books) (\$600)
 - UCR #37-Change Signage for RM E115.5 Food Service Director & RM D105.1 for Electrical Room to Storage Room (\$300)
 - UCR #38-Safety Protection on Teachers Station in Gym B&E
 - UCR #39-Safety Measures on Steel Column for Visibility (\$0)
 - UCR #40-Batteries and Chargers for Drones (Not included in Package Ordered) (\$300)
 - UCR #41-Change Door Type from Solid WD to WD with Glazing in RM E114 Health Classroom, E118 Health Office, & B112.1 Health Office (\$ (\$2,250 plus the cost for door shade.)
 - UCR #42-Add Second AI Phone in Pupil Services Open Office Area (\$1,500)
- UCR#32 was placed on hold by the Committee.
- Tecton will get more information on UCR#34 as there it is believed the unit Matt Childress was requesting be installed in the Custodial Office may be used in an office where one was missed at the time of installation.
- UCR#35 should be included in the kitchen reconfiguration cost.
- UCR#36 was in the Ed Specs but missed.
- Tecton will look at solutions for UCR #38
- UCR#42 should include a microwave.

7. Architect update and potential action:

- J. Wyszynski reviewed the Architects Report.
- Darren Smith, Director of Educational Technology and Instructional Innovation, would prefer Red Thread do the installation. There was a general consensus that Red Thread should do the installation but to verify that Custom Electric is in agreement.
- A filtration system needs to be added to the kitchen reconfiguration and additional work needed.
- Trial casters on tables and chairs eliminated the sound and vibration. Using casters will eliminate the need for acoustical tile and insulation replacement in the office area.
- The sidewalk will be lowered and markings to guide trucks accessing the dumpster enclosures will be added as well as some additional alterations to the area.

8. Construction Manager update and potential action:

- G. Kotait distributed O&G Monthly Progress Report No. 22 through January 2019.
- Summary Data was reviewed.
- New traffic flow configuration is working good.
- DOA Unit pre-filters and heat recovery wheel damage issue is being reviewed with Daikin.
- Sitework will resume in March to complete the fields.
- TCO and Certificate of substantial completion were received for areas E&F.
- Members reviewed the Status of Project Closeout Log and requirements for contractor retainage reduction and release.
- P. Picard motioned to approve Out of Scope Change #172 for a total net sum of \$6,015.00, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**
- A. Tarnowski motioned to approve Out of Scope Change #186 for a total net sum of -\$17,442.00, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #188 for a total net sum of \$10,329.00, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**
- J. Ruiz motioned to approve Out of Scope Change #191 for a total net sum of -\$40,960.00, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**

- Time Sensitive Change #187 was previously approved by K. Jackson

O&G Industries, Inc.
Project #254

PCO SUMMARY 2/14/19 SBC MEETING

William J Johnston MS
2/13/19

Out of Scope Changes for Approval

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reimb Elig
172	Quick Release Velcro Shades on sidelights	\$6,015.00	17-Jan-19	OR	N	Y
186	GMP Allowances 5 & 12 for added Furred walls and wood blocking	-\$17,442.00	6-Feb-19	P	N	Y
188	Add (1) floor buff and seal coat to each Gymnasiums	\$10,329.00	7-Feb-19	OR	N	Y
190	Add wiring and equip for Touch-IT Screens	VOID	12-Feb-19	OR	N	Y
191	Deduct Moisture Mitigation Allowance	-\$40,960.00	12-Feb-19	P	N	Y
		-\$42,058.00				

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
187	Labor to install windows in Pupil Srvc Offices	\$491.00	6-Feb-19	OR	N	Y
		\$491.00				

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 -\$41,567

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

9. Discussion on communication/social media: None

10. Citizen's Comments: None

11. Adjournment: P. Picard motioned to adjourn, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.** Chairman Tyler adjourned the meeting at 9:18 pm.

Submitted by,

Dawn LePage

Dawn LePage, Clerk