

# MINUTES

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

**Members Absent:** None

**Others Present:** Tecton: Stephen Melingonis; O&G: Gus Kotait; Arcadis: Tammy Hamelin, Jack Butkus; Board of Education Liaison Mary Bylone, Director of Educational Operations Ken Jackson, Principal Chris Bennett, Board of Selectman Liaison Rosemary Coyle, Bacon Civic Students

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:14 pm.
2. **Changes to the Agenda:** A. Tarnowski motioned to amend the agenda to add *Approval of 2019 Meeting Dates* as new item number 6 and adjust agenda numbering accordingly, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
3. **Citizen's Comments:** None
4. **Approval of Minutes - October 25, 2018:** I. Malsbenden motioned to approve the October 25, 2018 meeting minutes, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**
5. **Approval of invoices:**
  - A. Tarnowski motioned to approve the following invoices, excluding two for US Bank, for a total of 1,580,155.16 and corrections to invoices approved at the October 25, 2018 meeting, seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**

VENDOR	INV. #	DESCRIPTION	PRJT. #0043	PRJT. #0044	TOTAL
O&G Industries	Application #023 Dtd. 11/07/18	CM & Construction Services 10/01/18 – 10/30/18	872,039.95	137,892.14	1,009,932.09
Tecton	Inv. #: 41350	Billing Period 10/01/18 – 10/31/18	23,565.28	609.72	24,375.00
Arcadis	Inv. #0936892 Dtd. 10/30/18	Billing Period 09/24/18 – 10/28/18 Add. FF&E / Move In Services OCT Commissioning	6,700.00 10,224.00 4,920.63 21,844.63		21,844.63
Arcadis	Inv. #0936880 Dtd. 10/30/18	Billing Period 09/24/18 – 10/28/18 Commissioning		300.00 194.37 494.37	494.37
US Bank	Inv. #5155424 Dtd. 10/22/18	Bond Administration & Agent Fees	5,002.40	107.60	5,200.00
US Bank	Inv. #5155432 Dtd. 10/22/18	Bond Agent Fees	577.20	22.80	600.00
Apple Inc.	Inv. #0765098535 Dtd. 10/20/18	iPads	18,650.00		18,650.00
PO# 186568 Apple Inc.	Inv. #: 6766273503 Dtd. 10/25/18	Technology Order	752.00		752.00
PO# 186568 Apple Inc.	Inv. #: 6766273503 Dtd. 10/25/18	Technology Order	345.00		345.00
PO# 186567 CDW-G	Inv. #: NSP6657 Dtd. 10/26/18	Technology Order	1,271.58		1,271.58
PO# 186671 CDW-G	Credit Memo: #PSJ5486 Dtd. 10/24/18	Technology Order	-13,462.95		-13,462.95

Gerry's Music Shop	Inv. #: Multiple	FF&E Order	23,313.80	23,313.80
PO# 196524	Dtd. 08/20/18			
Gerry's Music Shop	Inv. #: Multiple	FF&E Order	40,308.19	40,308.19
PO# 196524	Dtd. 10/22/18			
Granger	Inv. #: 9048887307	FF&E Order	523.28	523.28
PO# 196556	Dtd. 10/29/18			
HB Communications	Inv. #: 90326370	Technology Order	526.50	526.50
PO# 196501	Dtd. 08/03/18			
Peloton	Inv. #: 0061C00000 swvlQAR	Exercise Bike	6,194.00	6,194.00
PO# 196578	Dtd. 10/26/18			
Red Thread	Inv. #: 720068	FF&E Order	395,607.07	395,607.07
PO# 196582	Dtd. 08/16/18			

Red Thread	Inv. #: 731686	FF&E Order	38,030.60	38,030.60
PO# 196582	Dtd. 10/19/18			
School Specialty	Inv. #: 208121171368	FF&E Order	6,310.00	6,310.00
PO# 196502	Dtd. 08/08/18			
W.B. Mason	Inv. #: 160157475	Technology Order	5,160.00	5,160.00
PO# 196526	Dtd. 10/25/18			
<b>TOTAL</b>				<b>\$1,585,955.16</b>

**NOTE:**

At the 10/11/18 Bldg. Comm. Mtg. the invoices below were approved. Errors were found in the invoices and the corrected figures are what were submitted for payment.

Kittredge Equip. Co.	Inv. #245831	FF&E Order	22,920.78	22,920.78
	Dtd. 08/21/18			22,845.26
Kittredge Equip. Co.	Inv. #248748	FF&E Order	2,509.33	2,509.33
	Dtd. 09/13/18			2,429.39

- 6. Approval of 2019 meeting dates:** P. Picard motioned to approve the 2019 meeting dates as presented, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**

**All meeting will be held at 7:00pm in WJJMS Cafeteria unless noted**

January 10  
January 24  
February 14  
February 28  
March 14  
March 28  
April 11  
April 25  
May 9  
May 23  
June 13  
June 27 - Town Hall  
July 11 - Town Hall  
July 25 - Town Hall  
August 8 - Town Hall  
August 22  
September 12  
September 26  
October 10  
October 24  
November 14  
December 12

**7. Project Manager update and potential action:**

- Multiple TouchIt boards have had problems. T. Hamelin said she has requested TouchIt come to the school to determine what is causing the issues.
- Delivery for FF&E has started to be scheduled for areas E&F.
- Two type of glides were purchased for the chairs but both broke. Additional solutions will be looked into.
- Project Budget Summary was reviewed.
- A. Tarnowski motioned to transfer \$1,200 from Technology line item to FF&E line item for Pupil Services portion of the project, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
- Additional Construction Faculty Staff Needs were presented with cost estimates. Principal Bennett said the list did not include a kitchen sink that is needed for the Innovations room. There was a general consensus to move forward with the items listed (excluding the kitchen changes which will be handled separately) as well as the additional Innovations room kitchen sink with costs not to exceed those estimated. Members would like to see the cost of Items that have not yet been priced out yet before moving forward.

**8. Architect update and potential action:**

- The acoustical consultant has not yet visited the school to observe. Chairman Tyler asked that the noise level is measured when the consultant comes to do the evaluation. He would like to know where we are compared to State guidelines.
- Tecton is waiting for samples on lockdown blinds in the corridor area.
- Blinds in Media Center and Innovations room cannot be shut quick enough in a case of an intruder. Alternatives to drawstring blinds that can provide better security will be looked for.
- A proposed kitchen layout with pricing was reviewed. Pricing was based on as if each change was being done individually and members felt they seemed high. Chairman Tyler asked for pricing for the changes as a whole which should result in a more realistic cost estimate. The plan will need to be approved by Chatham Health District before any changes can be made. O&G was directed to have the correct sized steamer delivered and installed.

**9. Construction Manager update and potential action:**

- G. Kotait distributed O&G Monthly Progress Report No. 19 through October 2018.
- Summary Data was reviewed.
- Members were shown a drawing of the traffic path Kevin McGeary from Fuss & O'Neill created after discussion at last meeting.
- G. Kotait said there had been some sitework changes since the last meeting. All changes were at no cost and members had no objections to the changes.
- No changes this month in Cost/Schedule Impact Items.
- GMP balance is \$43,500 (92% used).
- It is expected that areas E&F will be completely enclosed by next week.
- G. Kotait watched a trash pickup to have a better idea what the issues are. Solutions are still being worked on.

**9. Discussion on communication/social media: None**

**10. Citizen's Comments: None**

**11. Adjournment:** J. Ruiz motioned to adjourn, seconded by P. Picard Vote was unanimous. **MOTION CARRIED.** Chairman Tyler adjourned the meeting at 9:29 pm.

Submitted by,



Dawn LePage, Clerk