

**Town of Colchester**  
**WJJMS Building Committee**  
**February 28, 2019 – 7:00 PM**  
**WJJMS**

**MINUTES**

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

**Members Absent:** Lynn Goodwin

**Others Present:** Tecton: Stephen Melingonis, Jeff Wyszynski; O&G: Gus Kotait; Arcadis: Jack Butkus, Tammy Hamelin; Director of Educational Operations Ken Jackson, Principal Chris Bennett, Board of Selectman Liaison Rosemary Coyle; Butterfly Garden Presenters: Cynthia Riordan, Taylor Ruitto, Dina Sehl, Owen Ibey.

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:07 pm.
2. **Changes to the Agenda:** J. Ruiz motioned to add agenda item 9a) *Discussion and possible action on the meeting schedule*, seconded by A. Tarnowski. Vote was unanimous. **MOTION CARRIED.**
3. **Citizen's Comments:** None
4. **Approval of Minutes - February 14, 2019:** J. Ruiz motioned to approve the February 14, 2019 meeting minutes seconded by A. Tarnowski. All members voted in favor. **MOTION CARRIED.**
5. **Approval of invoices:**
  - I. Malsbenden motioned to approve the following invoices in the amount of \$32,358.45, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
  - I. Malsbenden motioned to approve the following invoice corrections from 2/13/19 meeting in the amount of -\$8.58, seconded by P. Picard. Vote was unanimous. **MOTION CARRIED.**

VENDOR	INV. #	DESCRIPTION	PRJT. #0043	PRJT. #0044	TOTAL
The Hartford	Acct. #: 14971780 Dtd. 02/19/19	Builder's Risk Insurance Policy Term Extension	2,781.14	109.86	2,891.00
HP Communications	Inv. #: 115467CE2 PO#: 196581 Dtd. 02/27/19	Technology Order	11,211.00	0.00	11,211.00
HP Inc.	Inv. #: 60849307 PO#: 196600 Dtd. 02/04/19	Technology Order	715.00	0.00	715.00
Insalco	Inv. #: 7959 PO#: 196583 Dtd. 02/20/19	FF&E Order	7,398.45	0.00	7,398.45
Insalco	Inv. #: 750872 PO#: 196585 Dtd. 02/07/19	FF&E Order	4,614.68	0.00	4,614.68
PCM-G	Inv. #: B10964160101 Dtd. 01/18/19 PO#: 196597	Technology Order	1,382.50	0.00	1,382.50
Red Thread	Inv. #: 750143 PO#: 196608 Dtd. 02/06/19	Technology Order	0.00	3,417.14	3,417.14
Red Thread	Inv. #: 750872 PO#: 196585 Dtd. 02/07/19	FF&E Order	4,614.68	0.00	4,614.68
W.B. Mason	CR6481900 PO#: 196526 Dtd. 02/15/19	Technology Order – CREDIT	-3,886.00	0.00	-3,886.00
<b>TOTAL</b>					<b>\$32,358.45</b>

**Correction from 12/13/18 Bldg. Comm. Invoice Summary:**

VENDOR	INV. #	DESCRIPTION	PRJT. #0043	PRJT. #0044	TOTAL
Colchester Sewer & Water Commission	Acct. #: 12085 Dtd. 10/02/18	Demolition Water Use	3,350.16 3,304.83	0.00	3,350.16 3,304.83
Colchester Sewer & Water Commission	Acct. #: 12213 Dtd. 12/04/18	Demolition Water Use	1,559.07 1,595.82	0.00	1,559.07 1,595.82
Δ					- \$8.58

**6. Butterfly Garden discussion and potential action:** WJJMS students presented to the Committee a map outlining the locations they would like to do plantings. The plan consists of multiple small gardens with adaptive plantings for each area. The students have walked the site and discussed their plans with the Landscape Architect. Multiple departments at WJJMS are contributing to the gardens by building birdhouses and flowerbeds, as well as making flower pots. In the interest of the longevity of the project, students currently planning the Butterfly Garden will be presenting to 6th graders to recruit younger students. Once the Committee receives the list of items needed for the project they will approve the purchase. G. Kotait will reach out to the Landscaper that previously attended a meeting and offered his assistance with the garden.

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

- All additional furniture ordered was delivered.
- Trial casters on desks and chairs are working. Feet have been breaking off the chairs. The Committee would like the manufacturer to offer a discount on casters for the chairs due to the feet already being defective and needing to be replaced.
- J. Ruiz motioned to approve the addition of casters to all tables in the school in the amount of \$73,718 as per quote from Red Thread, seconded by A. Tarnowski. Vote was unanimous. **MOTION CARRIED.**
- G. Kotait met with Custom Electric. If during the installation of new wiring for the TouchIt boards, RedThread comes in contact with any wiring installed by Custom Electric, Custom Electric's warranty will be voided.
- A. Tarnowski motioned to approve a purchase order in an amount up to \$103,897 to Red Thread to address wiring issues related to TouchIt screens, seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**
- Solid wood doors in the Health room and offices that need to have glass can have glass inserts put in existing doors for a lesser cost than replacing.

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

- A sketch has been done for reconfiguring of the dumpster area.
- There are Owner Requests that will be coming through for power cut off switches.

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

- J. Ruiz motioned to approve Out of Scope Change #154 for a total net sum of \$17,144, seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #192 for a total net sum of \$24,256, seconded by A. Tarnowski. Vote was unanimous. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #193 for a total net sum of \$2,740, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
- J. Ruiz motioned to approve Out of Scope Change #194 for a total net sum of \$4,256 seconded by A. Tarnowski. P. Picard was opposed. All additional members voted in favor. **MOTION CARRIED.**

**Out of Scope Changes for Approval**

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reimb Elig
154	Add-on Door Blinds, Mini Blinds and film for lockdown procedure	\$17,144.00	25-Feb-19	OR	N	Y
192	Deduct Masonry Top of wall allowance	-\$24,576.00	25-Feb-19	P	N	Y
193	Add dedicated PA speakers in multipurpose Room	\$2,740.00	25-Feb-19	OR	N	Y
194	Add free standing stainless steel sink in innovation classroom. Cut, patch and finish on	\$4,256.00	28-Feb-19	OR	N	Y
		<b>-\$436.00</b>				

**In Scope CM Contingency Changes for Approval**

PCO #	Title	Cost (\$)	Date	Reason	T&M	Reimb
		<b>\$0.00</b>				

**Time Sensitive Changes Approved Since Last SBC Meeting**

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

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

PCO #	Title	Cost (\$)	Date	Reason	T&M	Reimb
		<b>\$0.00</b>				

**Total PCO's presented for Approval**

**-\$436**

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

- A. Tarnowski motioned to approve Out of Scope Change #174 for a total net sum of \$28,733, seconded by J. Ruiz. P.Picard was opposed. All additional members voted in favor. **MOTION CARRIED.**
- J. Ruiz motioned to approve Out of Scope Change #175 for a total net sum of \$12,001 seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #176 for a total net sum of \$10,369, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
- A. Tarnowski motioned to approve Out of Scope Change #177 for a total net sum of \$28,385, seconded by J. Ruiz. P. Picard was opposed. All additional members voted in favor. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #178 for a total net sum of \$14,490, seconded by J. Ruiz. P. Picard was opposed. All additional members voted in favor. **MOTION CARRIED.**
- A. Tarnowski motioned to approve Out of Scope Change #179 for a total net sum of \$18,994 seconded by J. Ruiz. P. Picard was opposed. All additional members voted in favor. **MOTION CARRIED.**
- A. Tarnowski motioned to approve Out of Scope Change #180 for a total net sum of \$15,463, seconded by I. Malsbenden. P. Picard was opposed. All additional members voted in favor. **MOTION CARRIED.**
- J. Ruiz motioned to approve Out of Scope Change #181 for a total net sum of \$5,243, seconded by A. Tarnowski. P. Picard was opposed. All additional members voted in favor. **MOTION CARRIED.**

**Out of Scope Changes for Approval**

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reimb Elig
174	Gym B Staining West & South Elevations	\$28,733.00	22-Jan-19	OR	N	Y
175	Gym B Staining East Elevation	\$12,001.00	22-Jan-19	OR	N	Y
176	Gym B Staining North Elevation	\$10,369.00	22-Jan-19	OR	N	Y
177	Area E Staining East Elevation	\$28,385.00	22-Jan-19	OR	N	Y
178	Area E Staining @ East Gym Entrance North & South	\$14,490.00	22-Jan-19	OR	N	Y
179	Area E Staining North Elevation	\$18,944.00	22-Jan-19	OR	N	Y
180	Area E Staining West Elevation	\$15,463.00	22-Jan-19	OR	N	Y
181	Area E Staining Partial South Elevation	\$5,243.00	22-Jan-19	OR	N	Y
		<b>\$128,385.00</b>				

**In Scope CM Contingency Changes for Approval**

PCO #	Title	Cost (\$)	Date	Reason	T&M	Reimb
		<b>\$0.00</b>				

**Time Sensitive Changes Approved Since Last SBC Meeting**

PCO #	Title	Cost (\$)	Date	Reason	T&M	Reimb
		<b>\$0.00</b>				

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

PCO #	Title	Cost (\$)	Date	Reason	T&M	Reimb
		<b>\$0.00</b>				

**Total PCO's presented for Approval      \$128,385**

**A) Discussion and possible action on the meeting schedule:** The meeting schedule will remain as is for the month of March. At that time, the need for two meetings a month will be reevaluated with the intention of being able to cancel the second meeting of the month in the near future.

**10. Discussion on communication/social media:** Principal Bennett reported that groups visiting WJJMS continue to be impressed with the facility. He has been nominated for a Science Museum award for the first floor STEAM design.

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

**12. Adjournment:** P. Picard motioned to adjourn, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.** Chairman Tyler adjourned the meeting at 8:58 pm.

Submitted by,

*Dawn LePage*

Dawn LePage, Clerk