

# MINUTES

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

**Members Absent:** Lynn Goodwin

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

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:05 pm.
2. **Changes to the Agenda:** None
3. **Citizen's Comments:** None
4. **Approval of Minutes - June 27, 2019:** J. Ruiz motioned to approve the June 27, 2019 meeting minutes noting the below change to the invoices that had been approved, seconded by A. Tarnowski. All members voted in favor. **MOTION CARRIED.**

The invoice below is removed from the original Invoice Summary presented and approved at the 06/27/19 meeting. The invoice was previously approved by the Bldg. Comm. at the 04/11/19 meeting.

Red Thread Spaces	Inv. #: 722708	FF&E Order	1,578.38	0.00	1,578.38
	Dtd. 08/28/19				

## 5. Approval of invoices:

- J. Ruiz motioned to approve the following invoices in the amount of \$568,264.89, seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**

VENDOR	INV. #	DESCRIPTION	PRJT. #0043	PRJT. #0044	TOTAL
O&G Industries	Application #031	CM & Construction Services 06/01/19 – 06/30/19	512,870.36	768.29	513,638.64
	Dtd. 07/17/19				
Arcadis	Inv. #: 0983379	Billing Period 05/27/19 – 06/30/19	4,093.00	0.00	4,093.00
	Dtd. 07/02/19				
Arcadis	Inv. #: 0983381	Billing Period 05/27/19 – 06/30/19		180.00	180.00
	Dtd. 07/02/19				
IMTL	Inv. #: 3202-V	Testing Services / Reports	728.75	0.00	728.75
	Dtd. 07/01/19				
IMTL	Inv. #: 3202-W	Testing Services / Reports	358.00	0.00	358.00
	Dtd. 07/17/19				
Red Thread Spaces	Inv. #: 750142	Technology Order	4,059.80	0.00	4,059.80
PO#: 196560	Dtd. 02/06/19				
Red Thread Spaces	Inv. #: 767134	FF&E Order	42,166.50	0.00	42,166.50
PO#: 196633	Dtd. 04/26/19				
Voice New England	Inv. #: 871086	Pupil Services Telephone Line Configuration	0.00	1,035.00	1,035.00
	Dtd. 06/21/19				
Kay's Trucking, Inc.	Inv. #: 00190559	Pupil Services Move from JJIS	0.00	2,007.20	2,007.20
	Dtd. 06/24/19				
<b>TOTAL</b>					<b>\$568,264.89</b>

## 6. Project Manager update and potential action:

- T. Hamelin gave the monthly report for June, including the Project Budget Summary. Total changes with CM Contingency is .23% or \$84,943.32.
- Casters were installed in all classrooms with the exception of Special Education classrooms where she was were informed not to install. Extra casters were given to the custodians.

(P. Picard arrived at this time.)

- The laser cutter manufacturer recommenced venting outside due to the type of products being cut. Principal Bennett spoke with the teacher at Bacon that uses the laser cutter there. Bacon does not have the same unit being purchased for WJJMS but did recommend venting due to smell. The previous estimate to vent outside was approximately \$2,500. The cost of the new laser cutter would be around \$2,500 after the credit from the returned laser cutter. There was a general consensus among members to move forward with the new laser cutter and ventilation noting that K. Jackson could approve, issue a purchase order as time-sensitive change, and transfer \$3,540 from line item #33590343-61411 Owner Contingency to line item #33590343-68416 FF&E to cover the cost.
- The cost to replace the rollerblades is approximately \$8,000.
- The following User Change Requests were presented:
  - UCR 045- Add stone to the exterior of the Design & Engineering Classroom. Estimated cost \$1,000. There was a general consensus to move forward with this request but agreed a different product other than stone might better be suited for the needed purpose.
  - UCR 046- Add lighting and raise the school sign. Estimated cost \$5,000. There has been feedback that the sign is hard to see. There was a general consensus to move forward with this request.
- Chairman Tyler expressed concern over the continuous requests and changes. Member agreed that a firm cutoff date needs to be set for changes. The date was tentatively set for no changes after August.
- Members expressed dissatisfaction with the fields and landscaping. G. Kotait continues to meet with the landscaper to discuss issues. K. Jackson can contact the State and ask for a one-year waiver allowing for pesticides to be put down to help control the weeds and grass to be established.

## 7. Architect update and potential action:

- Preliminary sketches for the rooftop AC condenser screen were presented. A. Tarnowski was dissatisfied with the design. Chairman Tyler requested Tecton look at the design further.

## 8. Construction Manager update and potential action:

- O&G Monthly Progress Report No. 27 through June 2019 was distributed.
- Kitchen work is ongoing. The electric and plumbing alterations have been completed and kitchen equipment reset to new locations. The kitchen staff is happy with the changes.
- Brick staining is ongoing.
- Paving is completed.
- Project closeout log update was given.
- There is currently nothing around the pond. There was a general consensus to install some sort of barrier.
- Various product options for under the climbing structure were discussed.
- P. Picard motioned to approve Out of Scope Change #213 for a total net sum of \$11,650, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
- A. Tarnowski motioned to approve Out of Scope Change #214 for a total net sum of -\$5,658, seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**

**Out of Scope Changes for Approval**

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reimb Elig
213	Add 16' high 10X20X10 LF Baseball Backstop at Southwest corner of lower field	\$11,650.00	19-Jul-19	OR	N	N
214	Deduct Balance of flooring bid Package allowances	-\$5,658.58	19-Jul-19	P	N	Y
		<b>\$5,991.42</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      \$5,991**

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

- A. Tarnowski motioned to approve a transfer of \$1,035 from contingency to Communication and Technology Hardware to pay Voice New England invoice, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**

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

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

**12. Adjournment:** I. Malsbenden motioned to adjourn, seconded by P. Picard. Vote was unanimous. **MOTION CARRIED.** Chairman Tyler adjourned the meeting at 8:45 pm.

Submitted by,

  
Dawn LePage, Clerk