

Town of Colchester
WJJMS Building Committee
December 12, 2019 – 7:00 PM
WJJMS

MINUTES

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

Members Absent: None

Others Present: Tecton: Stephen Melingtonis; O&G: Gus Kotait; Arcadis: Tammy Hamelin, Jack Butkus; Director of Educational Operations Ken Jackson, Board of Selectmen Liaison Rosemary Coyle

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:08 pm.
2. **Changes to the Agenda:** None
3. **Citizen's Comments:** K. Jackson said that he will be retiring and has enjoyed working with everyone on the building project.
4. **Approval of Minutes - October 24, 2019:** I. Malsbenden motioned to approve the October 24, 2019 meeting minutes, seconded by A. Tarnowski. All members voted in favor with J. Ruiz abstaining. **MOTION CARRIED.**
5. **Approval of invoices:**
 - J. Ruiz motioned to approve the following invoices in the amount of \$109,815.42, seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**

VENDOR	INV. #	DESCRIPTION	PRJT. #0043	PRJT. #0044	TOTAL
O&G Industries	Application #035	CM & Construction Services 10/01/19 – 10/31/19	87,396.80	6,033.80	103,430.60
	Dtd. 11/07/19				
Arcadis	Inv. #: 34132585	Billing Period Through 10/27/19	1,049.82	0.00	1,049.82
	Dtd. 11/25/19				
Fuss & O'Neill	Inv. #: 0217581	Pupil Services (AQ Investigation)	0.00	855.00	855.00
	Dtd. 12/05/19				
Encore Fire Protection	Inv. #: ST-5377392	Kitchen Hood Cleaning – Post Construction	675.00	0.00	675.00
	Dtd. 08/16/19				
W.B. Mason	Inv. #: 157485834	FF&E Order	114.30	0.00	114.30
PC#: 186525	Dtd. 08/03/19				
W.B. Mason	Inv. #: 157485830	FF&E Order	1,025.08	0.00	1,025.08
PC#: 186525	Dtd. 08/03/19				
W.B. Mason	Inv. #: 164063166	FF&E Order	1,357.32	0.00	1,357.32
PC#: 186584	Dtd. 03/01/19				
W.B. Mason	Inv. #: 164285405	FF&E Order	408.00	0.00	408.00
PC#: 186584	Dtd. 03/08/19				
TOTAL			102,926.02	6,888.80	\$109,815.42

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- P. Picard motioned to authorize the transfer of \$7,328.00 from the Pupil Services Prjt. Owner's Contingency Acct. (33590344 61411) to the Environmental Contingency Acct. (33590344 62215), seconded by A. Tarnowski. All members voted in favor. **MOTION CARRIED.**
6. **Project close-out discussion and potential action:** A memo from K. Jackson outlined the project close out recommendation. (See attached). J. Ruiz motioned to set the next meeting for May 14, 2020, seconded by A. Tarnowski. All members voted in favor. **MOTION CARRIED.**
 7. **Project Manager update and potential action:**
 - T. Hamelin gave the monthly report for November, including the Project Budget Summary. Total changes with CM Contingency is (-0.09%) or (\$33,556.90).
 - Science stool hydraulics have been replaced.
 - Still waiting on items from Red Thread.
 - Updated Open Items report was given.
 - J. Butkus explained the procedure and timeline for receiving payment from the state and auditing.

8. Architect update and potential act:

- S. Melington gave an update on the sewer manhole repair and the odor in Pupil Services. A repair to the existing manhole invert through will be made to improve the flow of materials. The source of the odor has been identified as the existing roof deck.

9. Construction Manager update and potential action:

- O&G Monthly Progress Report No. 31 through October 2019 was distributed.
- G. Kotait gave an update on the Cost/Schedule Impact Items and those that remain for work during Winter 2019. Some items are scheduled to be completed during the holiday break.
- A. Tarnowski motioned to approve Out of Scope Change #229 for a total net sum of -\$22,399 seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**
- PCO227 and 234 were previously approved.

Out of Scope Changes for Approval

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reimb Sig
227	Add curing time exterior wall for base, exterior window and dampers for K&N vac.	\$11,671.00	28-Oct-19	OR	N	Y
229	Reconcile Electrical BP Allowances	-\$22,399.00	1-Nov-19	P	N	Y
234	Extend Roof Slope by approx. 2' to clear bottom of Condensing unit	\$2,377.00	11-Nov-19	OR	N	Y
		-\$8,351.00				

In Scope CM Contingency Changes for Approval

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reimb Sig
228	Replace crosswalk and sidewalk reinforcement	\$0.00	31-Oct-19	FC	N	N
230	Replace Sewer Man with Pipe and clean out	\$0.00	4-Nov-19	FC	N	N
231	Replace gate between JJ EB & YWJ MB	\$0.00	4-Nov-19	FC	N	N
232	Add Saw cut Jts in loading dock slab	\$0.00	4-Nov-19	FC	N	N
233	Add Stone dust in courtyard for tech ed class	\$0.00	4-Nov-19	OR	N	N
		\$0.00				

Time Sensitive Changes Approved Since Last SBC Meeting

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

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

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

Total PCO's presented for Approval -\$8,351

Reason Code: DD = Design Deficiency, FC = Field Condition, OR = Owner's Request, AU = Authority Having Jurisdiction, PR = Permit

10. Discussion on communication/social media: None

11. Citizen's Comments:

- R. Coyle thanked the committee for the diligent job they did and the years they have spent as part of the committee.
- Members were in consensus that Chairman Tyler draft a letter of recommendation for the O&G, Tecton, and Arcadis.
- Chairman Tyler recognized K. Jackson for his part in delivering a successful project.

12. Adjournment: J. Ruiz motioned to adjourn, seconded by P. Picard. Vote was unanimous. **MOTION CARRIED.** Chairman Tyler adjourned the meeting at 7:57pm.

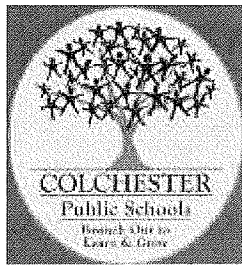
Submitted by,

Dawn LePage

Dawn LePage, Clerk

Attachments:

Project Closeout Recommendation



Colchester Public Schools

Kendall J. Jackson,
Director of Educational
Operations

To: William J. Johnston Middle School Building Committee
From: Ken Jackson, Director of Educational Operations
Date: December 5, 2019
Subject: Project Close Out Recommendation

In speaking with Arcadis reps it is recommended that the WJJMS not disband until the project is complete. This will ensure compliance with the State's project close out protocols. For process until that time I recommend the following:

After the December 12, 2019, meeting, the Committee should not have to meet again until all open items / issues have been closed out. Coordination of closing out all open issues will be the responsibility of the BOE Director of Educational Operations (hereafter Director) in concert with the Project Team representatives (Tecton, O&G and Arcadis).

Once all open issues are closed out, presumably in May or June of 2020, the Chair can call one last meeting at which time the Building Committee will approve a motion that the project is officially complete. After which the BOE will need to approve the same motion at its next meeting. Once the minutes of both meetings are submitted to the State the audit process will follow.

In the interim, between the December 12th Building Committee meeting and the final meeting, all project related invoices will be submitted to the Director for review. After his/her approval he/she will forward the invoices to the Committee members via email. The Chair will respond to the Director with his approval (assuming no concerns). Should any of the Committee members have a concern or a question regarding an invoice the Committee member will directly communicate with the Director who will investigate and respond. The Committee members will be given a five (5) day window to respond to the Director. No response will be considered approval. Assuming no issues are raised during the five (5) day window the Director will sign off on the invoice(s) and submit to the Town's Finance Department for payment processing.

The Director will be responsible for verification that all building related open issues are satisfactorily completed and accepted, and he/she will coordinate with the Director of Public Works that all site and grounds open issues are satisfactorily completed and accepted.

Please review and discuss this recommendation at the December 12th meeting.

pc: M. Bylone, First Selectman
J. Burt, Superintendent of Schools
M. Cosgrove, CFO
J. Paggioli, Director of PW