

# MINUTES

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

**Members Absent:** Paul Picard

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

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 - July 25, 2019:** I. Malsbenden motioned to approve the July 25, 2019 meeting minutes, seconded by J. Ruiz. All members voted in favor with L. Goodwin abstaining. **MOTION CARRIED.**
5. **Approval of invoices:**
  - J. Ruiz motioned to approve the following invoices in the amount of \$412,108.07 seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**

VENDOR	INV. #	DESCRIPTION	PRJT. #0043	PRJT. #0044	TOTAL
O&G Industries	Application #032 Dtd. 08/08/19	CM & Construction Services 07/01/19 – 07/31/19	393,489.32	5,640.49	399,129.82
Tecton	Inv. #: 42204 <sup>(1)</sup> Dtd. 07/31/19	Billing Period 04/01/19 – 05/31/19	9,828.00	340.00	10,168.00
IMTL	Inv. #: 3202-X Dtd. 07/31/19	Testing Services / Reports	270.00	0.00	270.00
School Specialty PO #: 196502	Inv. #: 208122680961 Dtd. 04/08/19	FF&E Order	945.25	0.00	945.25
Voice New England	Inv. #: 877650 Dtd. 07/18/19	Pupil Services Telephone System Configuration	0.00	1,595.00	1,595.00
<b>TOTAL</b>					<b>\$412,108.07</b>

- J. Ruiz motioned to increase the encumbrance on IMTL PO#196576 by \$1,600, seconded by I. Malsbenden. All members voted in favor. **MOTION CARRIED.**
- I. Malsbenden motioned to approve issuing a purchase order to Roybal & Sons (a.k.a. Encore) in the amount of \$675 for kitchen duct cleaning, seconded by L. Goodwin. All members voted in favor. **MOTION CARRIED.**
- A. Tarnowski motion to approve issuing a purchase order to Vital Signs in the amount of \$1,000.00 for Pupil Services signage and authorize a budget transfer of \$1,000.00 from the Pupil Services Contingency Acct. (#33590344 61411) to the Construction Acct. (#33590344 64469), seconded by I. Malsbenden. All members voted in favor. **MOTION CARRIED.**
- I. Malsbenden motion to approve transferring \$1,595.00 from the Pupil Services Contingency Acct. (#33590344 61411) to the Communication Technology Hardware Acct. (#33590344 68682) for payment of a Voice New England invoice, seconded by L. Goodwin. All members voted in favor. **MOTION CARRIED.**

## 6. Project Manager update and potential action:

- T. Hamelin gave the monthly report for July, including the Project Budget Summary. Total changes with CM Contingency is .29% or -\$106,511.)
- There are still some outstanding FF&E items. T. Hamelin feels that most of the items should be in before the start of school, though she does have some concern about the science chairs.
- Open Items report was given.

- The air handling unit in the cafeteria was loud during a past Board of Education meeting making it difficult to hear. S. Melingonis said CES had said this was due to the unit running at 100% capacity and it should not be, the controls need to be adjusted. M. Childress said the controls have already been locked down to 80% and it is still loud. J. McElravy will speak with CES again on the matter.
- A. Tarnowski motioned to allow K. Jackson to issue a purchase order not to exceed \$8,500, and transfer necessary funds from contingency to FF&E, for the purchase of rollerblades, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**
- User Change Order #047 to add wall protection to the high traffic areas on the first and second floors was presented. There was no estimated cost given. High traffic areas are becoming dirty and can't be cleaned without the paint being removed. There was a general consensus among members to move forward with some form of wall protection or more durable paint. Chairman Tyler urged M. Childress to make sure all problem areas were addressed with a long-term solution as this would be the last User Change Order accepted.

#### 7. Architect update and potential action:

- Updated sketches for the rooftop AC condenser screen were presented. Tecton will revise the drawings based on conversation.

#### 8. Construction Manager update and potential action:

- O&G Monthly Progress Report No. 28 through July 2019 was distributed.
- Health inspection on the cafeteria was held and passed. There will be a meeting with kitchen staff on August 19th to do start-ups.
- G. Kotait gave an update on the remaining planned summer work.
- The landscaper tilled and removed the weeds around the school. Additional work has included over-seeding, nutrients added, and the tilling of the second field. He sent out soil samples to UCONN for testing to help determine necessary treatments.
- Project closeout log update was given.
- I. Malsbenden motioned to approve Out of Scope Change #215 for a total net sum of -\$21,706.00 seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #216 for a total net sum of -\$492.00, seconded by A. Tarnowski. Vote was unanimous. **MOTION CARRIED.**

Out of Scope Changes for Approval

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reimb Elig
215	Deduct Balance of Masonry bed Package allowances	-\$21,706.00	1-Aug-19	P	N	Y
216	Deduct Media Ctr Door Ad-on Blind	-\$492.00	1-Aug-19	OR	N	Y
		-\$22,198.00				

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
		\$0.00				

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		-\$22,198				

Reason Code: DG = Design Deficiency, FC = Field Condition, OR = Owner Request, AHJ = Authority Having Jurisdiction, P=Proposed

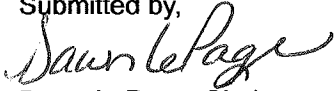
- K. Jackson spoke with First Selectman Shilosky about necessary verbiage when closing out the committee to defer any remaining business be handled by the Town. Mr. Shilosky will look into this.
- Public Works has requested no barrier be placed around the pond.
- Possible ground cover for under the climbing unity were discussed. There was consensus to leave as grass.

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

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

**12. Adjournment:** I. Malsbenden motioned to adjourn, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.** Chairman Tyler adjourned the meeting at 8:14 pm.

Submitted by,



Dawn LePage, Clerk