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COLCHESTER  
2019 SEP 19 PM 4:40

# MINUTES

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

**Members Absent:** Anthony Tarnowski

**Others Present:** Tecton: Stephen Melingonis, Jeff McElravy; O&G: Gus Kotait; Arcadis: Tammy Hamelin, Jack Butkus; Director of Educational Operations Ken Jackson, Principal Chris Bennett, Board of Finance Liaison Mike Egan, Board of Selectmen Liaison Rosemary Coyle

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:07 pm.
2. **Changes to the Agenda:** None
3. **Citizen's Comments:** None
4. **Approval of Minutes - August 8, 2019:** J. Ruiz motioned to approve the August 8, 2019 meeting minutes, seconded by I. Malsbenden.. All members voted in favor with P. Picard abstaining. **MOTION CARRIED.**
5. **Approval of invoices:**
  - I. Malsbenden motioned to approve the following invoices in the amount of \$394,91461, seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**

VENDOR	INV. #	DESCRIPTION	PRJT. #0043	PRJT. #0044	TOTAL
O&G Industries	Application #033 Dtd. 09/05/19	CM & Construction Services 08/01/19 – 08/31/19	376,966.04	8,425.37	385,391.41
Fuss & O'Neill	Inv. #: 0214600 Dtd. 08/13/19	IAQ Investigation – Pupil Services	0.00	855.00	855.00
OFI PO#: 196656	Inv. #: 105430 Dtd. 08/29/19	Chair Casters	8,668.20	0.00	8,668.20
<b>TOTAL</b>					<b>\$394,914.61</b>

- J. Ruiz motion to approve transferring \$1,366 from Owner Contingency to FF&E for the purchase of the rollerskates. All members voted in favor. **MOTION CARRIED.**
6. **Project Manager update and potential action:**
    - T. Hamelin gave the monthly report for August, including the Project Budget Summary. Total changes with CM Contingency is .36% or \$131,075.)
    - Updated Open Items report was given.
    - Hydraulics for Science stools have not come in yet.
    - Rollerblades have been ordered.
    - A walkthrough was done with T. Hamelin, C. Bennett, G. Kotait, and BOE to determine any areas that need to be addressed still.
    - The Site Walkthrough Punch List was reviewed. Solutions for granite curbing that does not line up with the monolithic curbing was discussed. The concrete slab currently is loose.
    - The laser cutter was delivered and awaiting a PCO to install the ductwork.
  7. **Architect update and potential action:**
    - Final sketches for the rooftop AC condenser screen were submitted to the CM for pricing. (A PCO presented at this meeting for this item.)
    - Options for high-traffic wall surface upgrades have been given to CM for pricing. G. Kotait is meeting with contractors next week to get costs on both options.

## 8. Construction Manager update and potential action:

- O&G Monthly Progress Report No. 29 through August 2019 was distributed.
- G. Kotait gave an update on the Cost/Schedule Impact Items and those that remain for work during Fall/Winter 2019.
- The new cafeteria layout is working great.
- \$48,500 GMP allowances still remain unused.
- G. Kotait is meeting with landscaper next week.
- There is a smell in Pupil Services. The HVAC contractor is making adjustments.
- Project closeout log update was given.
- I. Malsbenden motioned to approve Out of Scope Change #217 for a total net sum of -\$16,871.00 seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #218 for a total net sum of -\$2,273.00 seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**
- L. Goodwin motioned to approve Out of Scope Change #219 for a total net sum of -\$10,086.00 seconded by I. Malsbenden. Vote was unanimous. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #220 for a total net sum of \$4,666 seconded by P. Picard. Vote was unanimous. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #221 for a total net sum of -\$752 seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #222 for a total net sum of -\$12,574 seconded by L. Goodwin. Vote was unanimous. **MOTION CARRIED.**
- I. Malsbenden motioned to approve Out of Scope Change #223 for a total net sum of \$25,444 seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
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Out of Scope Changes for Approval

PCO #	Title	Cost (\$)	Date	Reason Code	T&M	Reimb Elig
217	Drywall Bid Package Allowance reconciliation	-\$16,871.00	28-Aug-19	P	N	Y
218	Acoustical Bid Package Allowance reconciliation	-\$2,273.00	28-Aug-19	P	N	Y
219	General Trades Bid Package Allowance reconciliation	-\$10,086.00	29-Aug-19	P	N	Y
220	T&M Roofing work for added HVAC	\$4,666.00	28-Aug-19	OR	Y	Y
221	Drywall Bid Package Bond reconciliation	\$752.00	4-Sep-19	P	N	Y
222	Raising the school sign by 14" and add a 10" LED light on each side of the sign. Lighting will be controlled by the site lighting relay (controlled by the BMS). This proposal excludes any landscape and beam restoration.	\$12,574.00	11-Sep-19	OR	N	?
223	Add roof screen at CUI-1	\$25,444.00	12-Sep-19	OR	N	Y
		<b>\$14,206.00</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 **\$14,206**

Reason Code: DD = Design Deficiency; FC = Field Condition; CR = Owner's Request; AAJ = Authority Having Jurisdiction; P=Planned

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

## 11. Citizen's Comments: None

## 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, Clerk

