

**WHS & HANMER SCHOOL BUILDING COMMITTEE
SPECIAL MEETING MINUTES
Monday, June 26, 2013**

Present:

| Committee Member | Name | Present | Absent | Excused |
|------------------------|---|---------|--------|--------------------|
| | Christine Fortunato, Chairman | x | | |
| | J. Edward Brymer Jr., Vice Chairman | | | x |
| | Steven Barry | | | x |
| | Daniel Camilliere | x | | |
| | Frank Dellaripa | x | | |
| | Diane Fitzpatrick, Clerk | x | | |
| | Peter Gardow | x | | Arrived at 6:39 |
| | | | | |
| Liaison Present | David Drake, Council Liaison | | | x |
| | Mike Turner, Staff Liaison | x | | |
| | John Cascio, Bd. Of Education | | | x |
| | | | | |
| Staff Present | | | | |
| | Jeff Bridges, Town Manager | | | x |
| | Mike Emmett, Supt. Schools | x | | |
| | Tom Moore, WHS Principal | x | | |
| | Fred Bushey, Dir of Maintenance | x | | |
| | Lori Schroll, Administrative Analyst - Engineering | x | | |
| | Sally Katz, Dir. Of Physical Services | | | |
| | Linda, Savitsky, Finance Director | | | x |
| | Keith Rafaniello, Board of Ed | | | x |
| | | | | |
| Guests Present | | | | |
| | Rusty Malik, Quisenberry Arcari | x | | |
| | Lorel H. Purcell, O&G Construction | x | | |
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Call to Order: Chairwoman Fortunato called the Special Meeting to order at 6:35 p.m. in Room 210 at Wethersfield High School.

1. Public Comments: - none

2. Approval of Minutes:

a. Minutes of the June 10, 2013 meeting*

Motion was made by Frank Dellaripa seconded by Dan Camilliere; discussion – Chairwoman asked that on the top of page 4 there is a sentence that needs to be re-worked. All present voted in favor; **Diane Fitzpatrick abstained.**

3. Expenditures:

a. QA Arch., Inv. 6031, 5/31/13, \$ 89,009.31 (progress)

Motion by Diane Fitzpatrick to pay this invoice, seconded by Dan Camilliere; Discussion- Frank had a question on the redesign effort on the spreadsheet, Rusty stated it was for the auditorium, pcb's, hvac etc. All present voted in favor.

b. QA Arch., Inv. 6032, 5/31/13, \$ 16,661.16 (reimbursables)

Frank Dellaripa made the motion to pay this invoice, Dan Camilliere seconded it; Discussion: a question was asked why it is such a large sum; Rusty stated this includes the extra E&O insurance that we have them pay. All present voted in favor.

c. RFP Tabulation Third Party Code Review #2 (tabled)

Mike Turner had sent an email seeking input from Bruce Bockstael at State of CT, unfortunately he retired before he could get back to Mike. We won't know if we need these services until after PCT 7/16, Mike suggested to keep this item tabled and wait until then. Discussion ensued on if there is anyone that can give a recommendation for any of the companies that bid on the project. Christine stated that they would probably need to add more money to this budget item, and they would have to interview, since we have gone out twice. If the 2 least expensive companies cannot demonstrate that they have done this type of work before, then we can go to the next highest bidder.

Lorel stated that we budgeted \$0 for this type of work and the \$10,000 was budgeted for something else (assistance during design). It was discussed the type of firm- a code specialist would need to know all the codes for ADA – e.g. slope on ramps, handrails etc.; fire codes; building codes; plumbing codes. Diane said we should rule out the \$9,000 person; Peter asked about the \$20,000 bidder, the State DCS had told us that he is an architect but doesn't have code review experience. Peter stated it is an additional \$50,000 we don't have to spend. It was decided to table this item; decision needs to be made by 7/17/13.

d. Hartford Courant, Inv. Thru 2/28/13, \$ 335.20 (legal notices)

Frank Dellaripa made the motion to pay this invoice, Peter Gardow seconded it; discussion – none. All present voted in favor.

4. Correspondence:

a. Copy Invitation for Bids Legal Adv.

Mike Turner stated he had just included this adv for informational purposes.

5. Old Business:

Committee Reports:

Site-work / Construction: Frank stated he attended the pre bid meeting and thought it went well, he thought the contractors were asking good questions. There are three trade packages out; site work, steel, and concrete right now.

Communications: Diane stated they have talked about planned changes for the site and the best way to communicate to this to the community; they will finalize these plans at next meeting. Dan & Diane have talked about having a panel discussion before school starts to let the public ask questions. Mr. Moore is taking care of the sports questions and has coordinated with Kathy Bagley and Mike the new AD. They may use the school messenger to let the parents know about parking, traffic etc. A Ground Breaking Ceremony will need to be set up; Mr. Emmett stated maybe after Labor Day. Lorel stated she will provide the shovels. The next meeting will be on 7/22/13 at 5:30 pm.

Technology/Furniture: Keith Rafaniello met with Rick McCracken regarding the technology.

Energy: Peter stated there was no report.

Finance: Christine stated that it was recommended to form a change order subcommittee, that should consist of representatives from the building committee, Board of Education, & O&G that can review the change orders and approve them up to a certain dollar amount.

The Committee had already voted on this type of procedure back on April 30, 2012; the motion voted on and approved stated that there would be a \$5000 threshold where 3 Committee members can approve the CO; anything over \$20,000 must go before the Town Council; the three members designated at that time were: Chairman Fortunato; Vice Chairman Ed Brymer and Frank Dellaripa. The next Finance subcommittee meeting will be on 7/22/13 at 4:30 pm.

6. Architect/CM Information:

- a. Site plan revisions at Tech Ed
Rusty showed the Committee the plan where they have expanded the area in the back of the school to add the cooling tower, the transformer, generator and the gas service; everything will now be in one fenced-in area. They will also plant arborvitae for visual appeal and to help alleviate any extra noise.
Expanding this area resulted in the loss of 6 parking spaces on that side of the building, but Rusty said they were able to add them to the South side of the building. The question was asked what is the cost of this. Lorel stated that she won't know until the bids come in, we have saved on geothermal and there was always going to be fence at that area it's just going to add a few more pieces to it. There will be exterior cameras watching this area and 2 gates, one for equipment & one for maintenance.
- b. LEED status with elimination of geothermal – Rusty stated that his engineers have done an evaluation, but he still doesn't have the final LEED numbers. He thinks we will lose approximately 3 – 5 points, but is certain we will safely maintain a silver status. Rusty will send out the email on the cost savings on the elimination of Geothermal.
- c. Pre-Bid Conference occurred on 6/20 - 6 potential site bidders showed up on time, 1 showed up later. Lorel stated that 6 out of 26 vendors have accepted bidding on the Site Work; 6 out of 23 for the concrete; and only 3 on the steel. Some have told her they are still undecided, but will call the contractors and try to generate some interest in the project.
Lorel will do a scope review with the low bidder and each of the trades; she is looking at Monday July 15th as a target date. Jeff is speaking with the Town Council to hold a special meeting to approve the chosen bidder.
- d. PCT meeting Phase 3 Technology & FFE – July 31st (consider delay?)
Keith Rafaniello will get information to Rick McCracken. Fred B will call state about a PCT for Phase 3 FF&E in early September.

7. Old Business

- a. Discuss Budget building envelope testing (no action req'd)*
BVH has proposed a laundry list of available tests, Rusty & Lorel looked it over, revised it and sent it back to BVH, who now needs to revise their list and send back to us. They will contact BVH to get the list back soon.
- b. Discussion of proposed roofing type & budget
Christine sent out email polling the committee members on whether an upgrade to the roof is warranted. The response was yes they would like to upgrade the roof to a pvc type roof. Frank Dellaripa made the motion to change the type of roof planned to a PVC type roof, and change the length of warranty from 20 year to 25 years and the additional funds for these costs will come from the Owners Contingency, seconded by Diane Fitzpatrick. Discussion – Peter stated he is not happy taking money from the contingency account at this point and did not support the change. A vote was taken, all present voted yes, Peter Gardow voted no. Motion passed.

8. Other Business

- a. Authorize Chairman to sign Bond Resolution*
Diane Fitzpatrick made the motion, to authorize Chairwoman Fortunato to sign the Bond Resolution, seconded by Peter Gardow. Discussion – none. All present voted in favor.
- b. Hanmer School Fire Alarm Project -Approval of release of retainage \$4,190.55 (tabled)
Peter Gardow made the motion to release the retainage in the amount of \$4,190.5, seconded by Frank Dellaripa. Discussion – none. All present voted in favor.

- c. Hanmer School Fire Alarm Project – Approval of filing EDO49F, Final Grant Closeout document (tabled)
Motion by Diane Fitzpatrick, seconded by Dan Camilliere. Discussion – none. All present voted in favor.

9. Upcoming Dates

- a. TPZ meeting to discuss site plan changes July 2, 2013
The meeting begins at 7:00, not sure where on the Agenda yet. Rusty did send all the TPZ members information in case they had questions before the meeting. Mike sent out letter to Westway & Wintergreen Lane residents regarding the changes that were made.

- b. July 8, 2013 6:30 pm Regular Meeting -
Diane stated she will not be at that meeting, she will be on vacation.

Lorel stated that on July 11th she will be having the Rip & Tear at 2:00 in the Council Chambers; the members of the Committee are invited.

Mike Emmett stated that he is in discussion with the Board of Education on having a Special Meeting the week of July 8th to authorize PCT submission; he will let the Committee know when it will be.

- c. July 11, 2013- bid opening, 2 pm Town Council Chambers
- d. July 16, 2013 PCT Meeting Phase 2
Rusty will need a head count on who will be attending this meeting.
Lorel stated that it is imperative that a quorum is needed for the 7/22 meeting, since that is the night the Phase 1 bids need to be approved.

10. Adjourn:

Motion made by Diane Fitzpatrick seconded by Dan Camilliere to adjourn.
All present voted in favor. Meeting adjourned at 8:16 p.m.

Next Meeting is on Monday July 8, 2013 at 6:30 in the Room 210 at WHS.

I hereby certify that the above is a true copy of the minutes approved by the High School & Hanmer Building Committee.

Diane Fitzpatrick, Clerk