

WHS & HANMER SCHOOL BUILDING COMMITTEE MEETING MINUTES Monday, September 23, 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		
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	X		
	Linda, Savitsky, Finance Director			X
	Keith Rafaniello, Board of Ed			X
Guests Present				
	Rusty Malik, Quisenberry Arcari	X		
	Loel H. Purcell, O&G Construction	X		
	Rebecca Sarkosi, Quisenberry Arcari	x		
	Chris Hoffman, Hartford Courant	x		

Call to Order: Chairwoman Fortunato called the Meeting to order at 6:37 p.m. in Room 215 at Wethersfield High School.

1. Public Comments: - None

2. Approval of Minutes:

a. Minutes of the September 9, 2013 regular meeting. Motion was made by Dan Camilliere seconded by Peter Gardow; Discussion: none

All present voted in favor – Frank Dellaripa abstained.

3. Expenditures:

a. Discussion/award Builders Risk Policy**

Mike Turner explained that the Town has to obtain a Builders' Risk Policy. The Insurance Committee received 2 proposals, one from Travelers and one from Cirma (who the Town already has a policy through). Cirma came in lower than Travelers at about \$80,000; so the recommendation of the Insurance Committee is to award it to Cirma. Diane Fitzpatrick made the motion to recommend award at \$ 80,385 to Cirma, seconded by Dan Camilliere. Discussion: Frank asked if this is the only insurance policy the Town will have to take out for this project? Lorel said yes, O&G carries the rest. Christine did state that there will be an additional \$4,000 coming from this line item to cover the cost of the Insurance Consultant that had assisted in designing and negotiating the policy. Discussion ensued regarding this fee and what it was for, whether there are any additional fees that haven't been discussed. Mike stated

that any bills have to come through the Committee for approval, so they will see if there is anything else. Mike will speak to Linda Savitsky to get more information, and to get a bill with an explanation from the Consultant, and will try to have it for the next meeting.

All present voted in favor.

b. Universal Copy LLC 7/31/13, Inv. 29414 \$ 291.64

Frank Dellaripa made the motion to approve Universal Copy Invoices #29414 (\$291.64), 29509 (\$143.50) & 29586 (\$3,852.29) for a total of \$4287.43, seconded by Steve Barry. Discussion: Frank asked Lorel if this is a budgeted line item, she said yes and to date there has been approximately \$9,000 spent, from a \$24,000 budget.

All present voted in favor.

c. QA Invoice 6175, 8/31/13, \$ 18,981.46 (progress invoice)

Ed Brymer made a motion to approve Quisenberry Arcari Invoices #6175 (\$18,981.46) and #6176 (\$245.81) for a total of \$19,227.27, seconded by Dan Camilliere. Discussion: Frank asked Rusty if this is coming out of the Construction Admin., Rusty stated yes, they are reviewing the shop drawings. The construction admin services invoice will be the same percentage amount for the next 35 months.

All present voted in favor.

4. Change Orders: a. none

5. Correspondence:

a. Groundbreaking Ceremony handout – Christine stated that the Ceremony was a nice event and thanked Dave Drake for being there this morning, especially since he has been a part of the Committee even before he was elected to the Town Council. Christine also thanked the Staff, Mr. Moore and Mr. Emmett for hosting such a nice event. Jeff Bridges stated that it was a nice event and Christine and Ed Brymer did a good job.

b. Renewal DEEP Storm water Permit – Mike stated that we are required to have a permit for DEEP Construction Storm water; this is just information for the Committee. Staff will take care of renewing the permit, there will be no fee associated with this, since we paid one in July. Question was asked if this permit needs to be posted, the answer is no but it does need to be available in the Construction Trailer.

c. O&G letter 9/16/13 to QA Architects re: MEP Comments – O&G has concluded the second memo on the documents, the intent of this is to make note where there are discrepancies in the plans. Frank asked if this is similar to what BVH did, the answer is yes, it like having 2 separate sets of eyes going over everything.

6. Committee Reports:

Site-work/Construction: (report of VE considerations) – Frank Dellaripa stated that the sub-committee had met to discuss value engineering considerations. The intent of this exercise was to make sure O&G vetted the design as tight as possible. Frank thought it was a worthwhile and they are now going out to bid. There were no votes taken on particular items; O&G will either incorporate the suggestions into the bid or discard them. Peter asked regarding the VE values, how much are we saving? What is the dollar amount left on the table? Lorel stated that she is evaluating these items now and revising the plans, the Committee would still have to vote on the plans. Peter also asked what the next steps are; he wants to make sure that the Committee sees all the numbers before they vote on anything.

Christine informed the Committee that the first job meeting at the construction trailer was held last Wednesday. Rob will hold weekly project meetings on Wednesdays at 10:00, Christine and/or Ed will be going but Christine asked Frank if he can be the backup person. Christine said she was impressed with the O&G Staff on safety. Diane asked if Rob will be coming to the Building Committee meetings, Lorel said he will be, right now he has another commitment. Christine stated that Spazzarini was at the meeting as well as the Building Inspector and the Fire Marshal; she wants to make sure everything is communicated and everyone is kept in the loop.

Mr. Emmett stated that he has spoken to the Police Dept. regarding the private duty traffic officer on Jay Street, he has their support, but it is limited due to budgetary issues. Diane stated we need to have some kind of plan in place before 10/15/13. Diane asked if there could be a sign that says right turn only coming out of Jay Street, or maybe have the Resource Officer there directing traffic. Jeff stated that they could encourage right turns, but it isn't enforceable, and Mr. Moore stated that the Resource Officer has other duties first thing in the morning. There will be no parking signs on Jay Street during school hours, police will be enforcing this, first time offense goes to Mr. Moore to handle, and second time the car will be ticketed. Another idea is having a shuttle bus from Emerson Williams or Mill Woods Park, so parents can drop off their kids there, and not at the school, looking at the cost factor for this. Jeff questioned how many cars are we talking that come to the site and drop off kid- rusty estimated approximately 100 to 200 cars in a ½ hour period of time.

Communications: Diane stated that they were not able to meet this evening due to a work conflict. She stated that the flyers were passed out at Open House and Mr. Moore had spoken regarding the Traffic patterns. Diane asked Mr. Emmett if Keith Rafaniello could post the flyer and the slide showing the new traffic pattern on the Website, Facebook and send it to the Hartford Courant. Diane also asked if the Board of Ed could send out a Reverse 911 School Message to remind parents of the new traffic patterns and to alert them to the Website to see the map and to encourage carpooling, and bus riding.

Technology/Furniture: Mr. Moore stated that they had met today and Rusty went through the FFE budget line by line.

Energy: no report

Finance: Christine stated they had met today, and went over the builders risk insurance and Linda and Laurel have created a budget document from the Munis report and the Committee will receive it at the next meeting. This document will also go to the Town Council, and the Munis report will be the backup material.

Jeff is still waiting for some information from the State regarding the Bond and is still anticipating prepping the first Bond issue by October and completing the sale by November.

7. Architect/CM Information:

a. Approval of FF&E resolution for submission to State DCS – Rusty stated that he will present the FFE budget to the Town BOE on Tuesday, and will meet with the State DCS Wednesday. There is a combined budget of \$3,850,000 for FF&E, which includes a small contingency. As of right now, they are under budget by \$300,000. Rusty re-introduced Rebecca Sarkosi, who proceed to go over the furniture that they are looking at including specialty pieces for certain classrooms (art, science, music) They have kept in mind flexibility, as well as ADA accessible in choosing pieces. Peter asked that the desks that she was showing no longer have the rack underneath, Mr. Moore stated it is no longer needed. Rebecca stated that each piece is shown on the spec page, with picture, dimensions, etc. and each piece is also coded in the plans, including ADA pull ups and dimensions. Rebecca also stated that some pieces within the school will be used again, some of the administration furniture, some desks, small tables & bookcases, and some furniture from the computer lab. Mike asked if the furniture is being purchased off the State bid, Rebecca answered that most are on the State contract. Lorel asked who will place the existing furniture, a lot will be removed from the building, and relocated, and the

movers already know this. The new furniture will be built as needed, so it does not need to be stored. The question was asked what happens to the old furniture that is being replaced; will it get filtered down to the other schools? Fred Bushey stated no, it might be sold; there is no storage space so the items will need to be distributed quickly. Rusty spoke about the technology part of the FF&E budget, and stated that the technology budget is \$1,800,000, which includes approximately \$800,000 for Ipads for all the students, which are budgeted at \$660.00 each, the question was raised that this is high for an Ipad, Rusty stated that they received the numbers from the tech staff at the Board of Education and that these are working numbers for the State and can be adjusted. The trend is to get away from desktop computers; by purchasing Ipads the textbooks can be downloaded directly onto them. The question was asked if this would save money on textbooks and if so how much. Mr. Emmett stated he didn't have that information as of yet, but Mr. Moore stated that it could be ½ the cost, of course the publishers won't lose money, so it will probably increase. Diane stated that she has learned that you never bond consumables and Ipads would be a consumable. Jeff stated that they would do a 10 year bond on the technology but would do even a shorter one for the Ipads. The total cost of the Ipads would be approximately \$800,000, and ½ of this is reimbursable. Christine asked if this price included the software, Rusty stated he believes the hardware; the software would not be reimbursable by the State.

Frank Dellaripa made the motion to approve Phase 3 of Project #159-0100, to approve and file the EDO 42 and the budget estimate of the FF&E dated September 23, 2013. Seconded by Peter Gardow, discussion; none. All present voted in favor.

b. Discussion construction kickoff (Discussion of design changes) - See discussion above in Site Work.

8. Old Business

a. 2014 Committee dates - Diane Fitzpatrick made the motion to accept the dates, Ed Brymer seconded it. Discussion: Columbus and Memorial Days had been moved to the following Tuesday. **All present voted in favor.**

9. Other Business

a. Letter from Connecticut Carpentry – Jeff Bridges received a letter from this company requesting small suitable packages for small Town based businesses to bid on for the project. The Committee stated there are no required set aside bids and that they will have to bid in a way that will be cost effective. Jeff stated that he will reach out to Ct. Carpentry and let them know.

10. Upcoming Dates

- a. Town Council Oct 7, 2013 Builders Risk Insurance Policy
- b. Next SBC meeting Oct 15, 2013 (Note Tuesday)

11. Adjourn:

Motion made by Frank Dellaripa seconded by Peter Gardow to adjourn.

All present voted in favor.

Meeting adjourned at 8:51 p.m.

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

Diane Fitzpatrick, Clerk