

Town of Litchfield  
**School Building Committee**  
September 18, 2008 ~ 7:00 p.m.  
Litchfield Intermediate School Cafeteria

**1. Call to Order**

Chairman Jack Healy called the regular meeting to order at 7:18 p.m.

Present: William Buckley      Jack Healy      Stacie Kavle  
          Jeffrey Zullo          Malcolm Bramley      Gary Waugh (arrived at 8:35 p.m.)

Absent: Robert Blazek      Kent Gilyard      Lynn Chapman

Others Present: George Graikoski, Construction Manager of O&G, A. Brooks Fischer of Herbert S. Newman, Tony Crowe, School Facilities Manager, and Wayne Shuhi, Board of Education

**2. Approval of Minutes:** No action.

**3. Public Participation:** None

**4. Communication**

BOF Report

J. Zullo reported that he presented the current status of the project to the Board of Finance, and they voted to recommend the School Building Committee spend as much of the approved \$33 million as possible to maximize the reimbursement to the Town and also to consider the parking lot and any other additions possible. They expressed gratitude for the efforts of the Committee.

BOE Report

No report as Gary Waugh was absent.

BOS Report

J. Healy said the Selectmen met Tuesday night and he told them the SBC would discuss the parking lot. Both Leo Paul and Bill Dranginis favored the parking lot. Also at the meeting, the Plumb Hill Playing Fields group gave a presentation about events and usage of the fields. They encouraged the School Building Committee to build the parking lot. Cpl. Roger Doyle also spoke to say he favored the parking lot, as there have been problems with traffic congestion on Plumb Hill.

### Correspondence

J.Healy referred to a transmittal from Ron George of CCA with three bids for the parking lot that was sent to all Committee members by email. He also noted the receipt of warranties from Titan Roofing.

## **5. Architect and Construction Manager Updates**

### Budget - O&G

George Graikoski of O&G said his budget report includes change orders for the overhead projectors and control wiring for the main entrance doors, around \$6,100. Change order requests for the general phase netted a savings of about \$1,200. Projecting on LIS, there is about \$467,000, and the high school is \$53,158. He put together those change orders for the reimbursables which came back yesterday and has them captured under this report. W. Buckley asked George for an idea of remaining retainage for each contract. He replied there were requests for the release of retainage from O&G's application for reimbursables and for Kennedy Electric for work on the projectors and doors. They reduced retainage for Kennedy Electric and Waterbury Mason Foundations, where the contractors had full retainage. At the Intermediate School, they reduced retainage for Drywall Principal. At the High School, they reduced half for general trades Gar-San. Mr. Buckley asked for a detailed report of the outstanding amounts on each of the contracts at the next meeting. George said he would email the report next week to J. Healy so he could distribute it to the members. J. Zullo and M. Bramley asked questions on change order requests.

J. Healy asked George the status of the punch list items. He replied there were four or five items at the High School and a few items at the Intermediate School. He, Tony Crowe and John Whelan met yesterday with Titan, who has about 16 items left to do. There are three items for Gar-San. J.Healy asked about the status of a list Peg Perusse had sent for George and Brooks to go through. He wanted comments incorporated on the list, and items, when appropriate, should be added to the list. He asked George to follow up on that. Classroom 108 still needs to be painted. J. Zullo asked George if painting the stairwalls (quote of \$20,000) could be included in the work. George said didn't see why not. J. Zullo discussed the weep holes and popped blocks on the cafeteria wall at the High School. He asked to clean out the weep holes and repair or replace the blocks. J. Healy asked to expedite this process so painting can be completed if necessary.

J. Healy asked about the soil test that came back with 52% organic content vs. about 8% preferred. George said they would take more samples for a better test. W. Buckley spoke about provisions in the contract for maintenance of the planted areas, ground cover and shrubs, to be continued for 12 months following completion. George provided costs for services. W. Buckley mentioned lack of maintenance and stones the size of softballs in the grass when mowing. He felt the topsoil does not meet the specification.

Regarding the sidewalks, W. Buckley said there is about 600 sq. ft. of sidewalk that he would like to ask Richards to replace. There are some sidewalks and curbs broken by the Town plows, also, and Richards could replace 440 square feet for \$7,104 of the area damaged by the Town. In the front areas that are the result of further plowing, sanding and

salting damage, \$5,428 is needed. Concrete curbing, 90 lineal feet, will come to \$3,510, for a total of all of \$16,042.

**Motion:** W. Buckley moved to authorize payment of \$16,042 to Richards to replace sidewalks damaged by the Town's negligence, provided Richards repairs the 600 sq. ft. of sidewalk that was the result of poor workmanship. **Second:** Stacie Kavle seconded the motion. **Discussion:** J. Zullo asked for clarification. W. Buckley said they should pay for this as a global settlement on the concrete. He added he felt the Board of Selectmen should reimburse the Building Committee for the cost to replace the areas damaged by the Town. Once this is approved, they would go to Richards to get the work done soon. **Vote:** Upon voting, all five voted aye and the motion carried. W. Buckley said he wanted to be sure the Construction Manager understood that if the global settlement on the concrete is honored, that the concrete is tested consistent with the contract.

**Motion:** W. Buckley moved to ask the Board of Selectmen for a reimbursement of \$16,042 as a result of the manner in which they plowed, causing damage to the curbs and sidewalks. **Second:** S. Kavle seconded the motion. **Discussion:** J. Healy said the Board of Selectmen purchased a piece of equipment last year for the purpose of plowing the sidewalks. **Vote:** Four members voted aye, and J. Zullo voted nay; motion carried, four to one.

**Motion:** W. Buckley moved to direct the Facilities Manager to issue a credit change order to the project from Richards in the amount of \$55,000, \$10,000 of which includes lawn cutting, fertilizing and everything listed in the contract as maintenance; and the value of the topsoil at \$45,000 (750 yds. at \$60/yd.) which includes buying the topsoil, digging out the topsoil that does not meet the specification, and replacing it with topsoil that does meet it completely. **Second:** M. Bramley seconded the motion. **Discussion:** J. Zullo asked if there was a confirmation from the Construction Manager that the \$10,000 in maintenance was not performed. George said they did not perform any of the maintenance on the ground cover or landscaping. W. Buckley said the contract says they were to begin maintenance of the lawns immediately after each area is planted and continue until accepted lawn is established. Therefore, they should still be cutting the lawn, and it was only cut a couple times. He also said there is a lack of respect demonstrated by the teachers who drove and parked on freshly applied topsoil. If the lack of respect in maintenance and usage does not stop, it will continue to cost money to correct. **Vote:** Upon voting all five voted aye and the motion carried.

#### Parking Lot Update - W. Buckley & J. Zullo

J. Healy said he had sent all members copies of the parking lot proposals received. W. Buckley said he worked with George and got all the State Traffic Commission approvals. They then put a bid package together and received four bids. The low bid was \$319,000, and the high bid was about \$485,000, with \$354,000 and \$415,000 bids in the middle. The motion to proceed with this was based on a \$200,000 allocation including engineering and surveying. He felt there was not enough money to proceed, as there are other items needed in the project.

**Motion:** W. Buckley moved to refer the parking lot project back to the Board of Selectmen for its consideration. **Second:** M. Bramley seconded the motion. **Discussion:** J. Zullo asked is there is an estimate of what it would cost CCA to administrate. W. Buckley said he was asked to limit it to \$10,000 and he has a budget that includes construction oversight, construction administration, reviewing and summarizing the bids. J. Zullo asked if there was critiquing of strengths and capabilities of the companies and their bids. George said the low bidder, Rock-On Excavation out of Bethlehem, was qualified to do the job, and he had used them before. J. Zullo asked if Mr. Buckley's intention in his motion was to send the bids to the Board of Selectmen to carry forward with the work done to date by the School Building Committee. W. Buckley said the bids are still good and the Selectmen could use them, table it, or whatever action they so choose. J. Zullo said he would vote no, as this should not be referred to the Selectmen. It was never before the Board of Selectmen. This was part of the SBC's contingency planning. The total contingency is now \$414, 476.00. They had committed at the last meeting to additional FF&E in the amount of \$56,966, leaving a net FF&E of \$357,510. This is not enough buffer of contingency if they took the low bid. He thought they should not pursue the parking lot based on the financials and the bids. It is an approved project but would require Town approval. W. Buckley supported his motion to refer to the Selectmen. M. Bramley said he knows that W. Buckley recognized there is a parking problem in the area and agrees there is a need for additional parking somewhere on the campus. He recommends the Town look at this need, whether it be in this location or split between smaller lots elsewhere. The discussion should not disappear because the Building Committee cannot fund it. J. Zullo said there is a deficit of about 81 parking spaces according to the Ed. Specs. W. Buckley spoke to the environmental side, saying they directed Ron George, the Engineer from CCA, to include an environmental treatment system in the parking lot design, as resident Dennie Williams gave erroneous information about water testing and caused an outcry about the water. S. Kavle echoed M. Bramley's desire for the Town to seriously consider providing more parking. She also pointed out the Building Committee acted throughout in concert for the good of the community, even through public attack of the members. J. Zullo asked to confirm that the approvals are in place for the Town should they decide to proceed. J. Healy said the parking lot got reduced in 1976, and parking is no longer available along the portion of Plumb Hill Road that is no longer there because of the new fields. There needs to be a change in policy for parking. The Committee has been very judicious in managing the project and the funds. As much as he agrees they need a parking lot, he agreed with W. Buckley's motion. He does not want to do the project if it cannot be done right. He recommended using the money to tie up all loose ends and turn the remainder, if any, to the Town. J. Zullo clarified the money would not be turned over to the Town but rather "not spent". M. Bramley commented that the Committee has contributed a lot of money, over \$1 million, to the Town through this project. Other municipal projects have not been so generous. Therefore, the money required to do projects to alleviate the parking situation in this area has indirectly already been paid for by this project. J. Zullo asked for a second opinion on the financials, as it was a sacred commitment to the Town not to exceed the \$33 million budget, and if undertaken, this parking lot could potentially expose the Committee to exceeding the budget. There are additional work items inside the buildings that could be done. J. Healy expressed regret that R. Blazek, G. Waugh, K. Gilyard and L. Chapman

could not attend for this important meeting. **Vote:** Upon voting all voted aye except J. Zullo who voted nay. Motion carried, four to one.

Alternate Options List Review - L. Chapman

**Motion:** M. Bramley moved to move Item 7 to No. 4 of Item 4 and discuss G. Waugh's motion from the 8/21/08 meeting. **Second:** J. Zullo seconded the motion. **Discussion:** For clarification, M. Bramley read Mr. Waugh's previous motion as follows: "G. Waugh moved to approve \$17,045.83 for the sewing room and nurse station items on the second page of the handout and \$39,920.16 for the art room items on the third page of the handout to be taken out of contingency." **Vote:** All voted aye and the motion carried.

**Motion:** W. Buckley moved to approve Mr. Waugh's motion as stated above, with the clarification that the expenses are to be charged to the appropriate contingency based on the location for which the items are purchased. **Second:** M. Bramley seconded the motion. **Discussion:** None **Vote:** Upon voting all voted aye and the motion carried.

In further regard of Lynn's list of alternate options, J. Zullo said S. Kavle and he created a series of items with rough, estimated budgets. T. Crowe also has additional FF&E that may or may not be covered on this list.

High School Suggestions

1. Replace all cafeteria furniture	\$ 50,000
2. Paint hallways in back of the gym	
3. Library chairs	6,000
4. Benches for the front lobby and 7/8th lobby	50,000
5. Display cases for trophies and art work	20,000
6. Gym wall curtain drain	
7. Paint gym upper vents	10,000
8. Entry canopy and landscaping	<u>5,000</u>
Total High School	\$124,000

Intermediate School Suggestions

1. Carpet and tile	\$ 4,000
2. Paint stairwells	20,000
3. Gym painting	
4. Bathroom upgrades	
5. Classroom furniture	60,000
6. Library carts, bookshelves	
7. Exterior power wash	<u>10,000</u>
Total LIS	\$155,000

Estimated total both schools ..... \$279,000

George Graikoski said the valves are failing in the heat ventilators in both schools. It would cost \$30,000 to repair at the High School and he estimates about \$15,000 at the Intermediate School. M. Bramley said they would need a design change, and it could cost about \$300,000, to be discussed later.

J. Healy said he does not believe that that just because there is money remaining in the project, it should all be spent. He felt any left over money should not be spent. M. Bramley expressed desire to wait for the other members to be present before making any further decisions. He would like the items carefully prioritized, including T. Crowe's FF&E list. W. Buckley agreed not to make a decision but did want some firmer prices. He suggested taking some of the priority items and get firmer prices, including a report from the Construction Manager and Architect detailing the issues with the ventilators. J. Zullo asked the group to take immediate action on the painting of the stairwells.

**Motion:** J. Zullo moved to request the Construction Manager to engage Spectrum, the painting contractor, to paint the stairwells at LIS consistent with their proposal of \$20,000, and finish the punch list items at the Intermediate School. **Second:** M. Bramley seconded the motion. **Discussion:** None **Vote:** All voted aye and the motion passed.

**Motion:** W. Buckley moved to direct the Architect and Construction Manager to do a report to submit to the Committee a week prior to next month's meeting regarding the unit ventilators, discussing what went wrong, why they need to spend \$45,000, what they put in consistent with the specifications, is there a manufacturer's warranty on them, are they functioning the way they were designed, etc.; and if they conclude it is consistent with the specification and they are still not working, recommend a solution with a budgetary number. **Second:** M. Bramley seconded the motion. **Discussion:** It was agreed this is an exploratory effort to evaluate the problem. **Vote:** Upon voting all voted aye and the motion carried.

J. Zullo said he would like to get estimates on the gym wall curtain drain, the plumbing, the entry canopy and landscaping. He would like to get as much done in the next two months, as the Architect and Construction Manager will not be on contract after that. Decisions must be made fast. He would like the Construction Manager to get estimates on painting the gym walls while Spectrum is still here and painting the vents. Wayne Shuhi, Board of Education, said that Tony Crowe does have a prioritized list of FF&E in the amount of \$300,000.

**Motion:** J. Zullo moved to direct the Construction Manager to obtain estimates by next meeting for painting the hallway at LHS, gym wall front curtain drain, and paint gym upper vents. **Second:** S. Kavle seconded the motion. **Discussion:** None. **Vote:** All voted aye, and the motion carried.

**Motion:** J. Zullo moved to direct the Construction Manager to obtain estimates by next meeting for gym painting at LIS, and exterior power wash. Carpet and tile estimates need to be ready as well. **Second:** S. Kavle seconded the motion. **Discussion:** W. Buckley said he would hate to bond something for 20 years to power wash a building. **Vote:** Upon voting, M. Bramley, J. Zullo and S. Kavle voted aye, and W. Buckley and J. Healy voted nay. Motion carried three to two.

*[Gary Waugh arrived.]*

**6. Finance Committee Report**

Approval of Invoices

**Motion:** W. Buckley moved that subject to the Chairman verifying that all the appropriate certifications are on the following invoice, the following invoice by approved. **Second:** M. Bramley seconded the motion. **Discussion:** J. Healy asked George if this is one last bill to cover all the additional work. George said it should be the last bill. **Vote:** Upon voting, all voted aye and the motion carried.

VENDOR	APP/INV	INV. DATE	AMOUNT	SCHOOL
O&G	28	6/30/08	\$53, 158.00	LHS

**Motion:** W. Buckley moved to approve Marianne Arancio Stilson's split bill as follows. **Second:** M. Bramley seconded the motion. **Discussion:** None **Vote:** Upon voting all voted aye and the motion carried.

VENDOR	APP/INV	INV. DATE	AMOUNT	SCHOOL
M. A. Stilson	8212008	8/23/08	\$148.54	LHS
M. A. Stilson	8212008	8/23/08	\$ 73.16	LIS

**Motion:** W. Buckley moved to approve H. S. Newman's bill as follows, subject to the verification that all certifications are in place. **Second:** M. Bramley seconded the motion. **Discussion:** J. Zullo confirmed these were all additional engineering services accomplished in 2007, requested by the SBC. He agreed the dates on the invoice are incorrect. **Amendment:** J. Zullo then moved to approve the payment subject to a revised invoice stating the correct period of performance. **Second:** S. Kavle seconded the amendment motion. **Discussion:** W. Buckley and J. Healy felt the invoice should not be approved at all until it is sent back for date revision. **Vote on Amendment:** Voting on the amendment, J. Zullo, S. Kavle and J. Healy voted aye, W. Buckley voted nay, and M. Bramley abstained. Motion carries three to one. **Vote on Original Motion:** All voted aye on the original motion as amended, except W. Buckley who voted nay. Motion carried.

VENDOR	APP/INV	INV. DATE	AMOUNT	SCHOOL
H. S. Newman	17165	8/26/08	\$5,025.00	LHS
H. S. Newman	17165	8/26/08	\$2,475.00	LIS

**Motion:** W. Buckley moved to approve Kennedy Electric's bill as follows, subject to the verification that all certifications are in place. **Second:** S. Kavle seconded the motion. **Discussion:** J. Healy said the invoice date was wrong, as they just did the work in July. It was discovered the invoice date of 6/30/08 was a typo, and the true date was found to be 8/31/08, reflected below. **Vote:** Upon voting all voted aye and the motion carried.

VENDOR	APP/INV	INV. DATE	AMOUNT	SCHOOL
Kennedy Electric	25	8/31/08	\$6,171.00	LHS

**Motion:** W. Buckley moved to approve O&G's invoice as follows. **Second:** M. Bramley seconded. **Discussion:** None **Vote:** All voted aye and the motion carried.

VENDOR	APP/INV	INV. DATE	AMOUNT	SCHOOL
O&G	23	6/30/08	\$32,572.00	LIS

**Motion:** W. Buckley moved to approve CCA's invoice as follows. **Second:** S. Kavle seconded. **Discussion:** None **Vote:** All voted aye, except two abstentions by M. Bramley and J. Zullo. Motion carried.

VENDOR	APP/INV	INV. DATE	AMOUNT	SCHOOL
CCA	66002	8/7/08	\$1,058.70	LIS

**Motion:** W. Buckley moved to approve the invoice from PSINEPS, New England Storage Products, as follows. **Second:** M. Bramley seconded. **Discussion:** None **Vote:** All voted aye and the motion passed.

VENDOR	APP/INV	INV. DATE	AMOUNT	SCHOOL
PSINEPS	5438	9/4/08	\$35,677.87	LIS

**7. Technology Update:** No report.

**8. Public Participation**

Bruce Mason, 95 East Street, said he was happy the funds are going into school-related things other than the parking lot. It will give the schools an opportunity to look at other ways of lessening traffic. Everyone needs to conserve by riding the bus or carpooling.

**9. Adjournment**

**Motion:** M. Bramley moved to adjourn and W. Buckley seconded the motion. **Vote:** Upon voting, M. Bramley, W. Buckley and J. Healy voted aye; J. Zullo, G. Waugh and S. Kavle voted nay, and the tie caused the motion to fail. add another item to the agenda.

S. Kavle expressed the desire to discuss the High School entrance canopy. She wanted the work that was done incorrectly be corrected to the original design. The cost of correcting the work would not be more than \$3,000, and it would improve the look of the entry. The

contractor is willing to do the work, it would be a couple days of labor, and it would not affect the students. The work needs to be done before the end of November.

**Motion:** J. Zullo moved to direct the Construction Manager to proceed with the revision of the entrance canopy at the High School per the original drawing intent and the discussions with Allied Corp. in the amount not to exceed \$3,000. **Second:** W. Buckley seconded the motion. **Discussion:** J. Zullo said this is an architectural detail that S. Kavle feels strongly about, and the Committee should honor her request. W. Buckley and M. Bramley voiced their opinions and said they could not support this motion. G. Waugh said it is largely an aesthetic issue and is a minor expenditure and agreed with Brooks that it would make a difference. J. Healy said he would like to wait to hear from Bob Blazek and Lynn Chapmen before voting on this.

**Motion:** M. Bramley moved to table this motion until the next meeting. **Second:** W. Buckley seconded the motion. **Discussion:** J. Zullo said this must be done before the contract with O&G expires at the end of November. S. Kavle was concerned that it might be too cold for Allied to do the work if this is tabled until the third week in October. **Vote:** Upon voting, M. Bramley, W. Buckley and J. Healy voted aye, and G. Waugh, J. Zullo and S. Kavle voted nay; motion failed.

**Vote on the Original Motion:** Upon voting on the motion, S. Kavle, J. Zullo and G. Waugh voted aye and M. Bramley, W. Buckley and J. Healy voted nay. Motion failed.

**Motion:** W. Buckley moved and M. Bramley seconded a motion to adjourn at 10:08 p.m. **Vote:** All six voted aye and the motion carried.

Respectfully submitted,

Ann Curtis  
Recording Secretary