

# Litchfield Schools Building Committee Meeting Minutes

**LOCATION**

Litchfield Intermediate School Cafeteria

**DATE OF MEETING**

January 21, 2010

**TIME MEETING STARTED**

7:10 PM

**PERSON PREPARING THE MINUTES**

Marianne Arancio Stilson

**MEMBERS PRESENT**

- |                                    |   |
|------------------------------------|---|
| 1. Jack Healy, Chair               | 2. Lynn Chapman                               |
| 3. William J. Buckley, Jr.         | 4. Jeff Zullo, Treasurer & BOF Representative |
| 5. Gary Waugh - BOE Representative |   |

**MEMBERS ABSENT**

- |                              |                                   |
|------------------------------|-----------------------------------|
| 1. Stacie Kavle, Vice Chair. | 2. Bob Blazek, BOS Representative |
| 3. Leo Paul - Ex-Officio     |                                   |

**OTHERS PRESENT**

From the School: Tony Crowe and Peg Perusse and from the public: Roberta Healy

**QUORUM PRESENT**

Yes

**1. CALL TO ORDER**

Jack Healy, Chair called the meeting to order at 7:10 PM.

**2. APPROVAL OF MINUTES**

**Minutes from the October 15, 2009 Regular Meeting**

Jack Healy, Chair asks for a motion to approve the minutes of the regular meeting on October 15, 2009.

**Motion: Gary Waugh moved to approve the meeting minutes of the regular meeting on October 15, 2009.**

**So moved. Seconded: Lynn Chapman**

**Discussion: None**

**Additions/Corrections: None**

**Vote:**

**Abstention: William J. Buckley, Jr. and Jeff Zullo**

**Absent: Bob Blazek, Stacie Kavle, Vice Chair and Leo Paul, Ex-Officio**

**All Ayes**

**Motion passed**

**3. COMMUNICATION**

**a. Report from Jeff Zullo on BOF Communication**

Continues to update the BOF on the status and reported that the Committee is meeting infrequently now to take care of bills.

**b. Report from Gary Waugh on BOE Communication**

Nothing to report.

**c. Report from Jack Healy on BOS Communication**

Jack Healy, Chair states that he told the BOS that the project is done and that the Committee is under budget by around \$15,000.00. He also told them that the only expense left was that of the recording secretary for the meetings.

**4. DISCUSS OPEN HOUSE**

Gary Waugh reports that it was a nice night and everything went well. Gary Waugh wants to be certain that the \$200 for food for the evening was paid by the Chairman. Jack Healy, Chair notes that he approved this expense and hasn't heard anything more about it.

Jack Healy, Chair passes around a Reconciliation Document he received signed by Deb, Cynthia and George reflecting \$15,112.00 left as of 1/20/10.

Jack Healy, Chair notes that Allied came out and did the inspection and service on the roof. Jack Healy, Chair notes that there are a couple of cages missing that will be replaced in the Spring. He reports that Allied did a site modification to deflect water to the sides of the entrance and that work will be done in the Spring also. The Committee discusses documenting the roof in photos for future use.

**5. FINANCE COMMITTEE – Take action as needed**

**a. Approval of Invoices**

**Motion:** William J. Buckley, Jr. moved that the following invoice be forwarded to the Chairman for approval subject to his review to make sure that the proper signatures and certifications are there.

VENDOR	APP/INV#	INV. DATE	AMOUNT	SCHOOL
Allied Restoration	21LHS	07/30/2009	\$46,594.60	High/Middle

**So moved. Seconded: Lynn Chapman**

**Discussion:** Retainage and non-retainage. Payment in full.

**Vote:**

**Absent: Bob Blazek, Stacie Kavle, Vice Chair and Leo Paul, Ex-Officio**

**All Ayes**

**Motion passed**

**Motion: William J. Buckley, Jr. moved that the following invoice be forwarded to the Chairman for approval subject to his review to make sure that the proper signatures and certifications are there.**

VENDOR	APP/INV#	INV. DATE	AMOUNT	SCHOOL
Cocchiola Paving	3-LIS	11/30/2009	\$30,000.14	High/Middle

**So moved. Seconded: Lynn Chapman**

**Discussion:** None

**Vote:**

**Absent: Bob Blazek, Stacie Kavle, Vice Chair and Leo Paul, Ex-Officio**

**All Ayes**

**Motion passed**

**Motion: William J. Buckley, Jr. moved that the following split invoice be forwarded to the Chairman for approval.**

VENDOR	APP/ INV#	INV. DATE	AMOUNT	SCHOOL
Marianne Arancio Stilson	101152009	10/15/2009	\$127.00	Intermediate/Middle/High

**So moved. Seconded: Bob Blazek**

**Discussion:** None

**Vote:**

**Absent: Bob Blazek, Stacie Kavle, Vice Chair and Leo Paul, Ex-Officio**

**All Ayes**

**Motion passed**

**Motion: Jeff Zullo moved to authorize the Chairman to make any payments for the recording secretary's services to come in an amount not to exceed \$500.00.**

**So moved. Seconded: William J. Buckley, Jr.**

**Discussion:** None

**Vote:**

**Absent: Bob Blazek, Stacie Kavle, Vice Chair and Leo Paul, Ex-Officio**

**All Ayes**

**Motion passed**

**b. Budget Discussion**

Jack Healy, Chair states that George Graikoski is done and that John Worthington will have to do a final walkthrough. He reports that the plans called for a fence around the dumpster at the High School and it will be done in March. He reports that he has the as built drawings and project files from George Graikoski. They have not gotten the final completion letter from Newman. He states that he sent A. Brooks Fischer an email today. Peg Perusse notes that they have not gotten some change orders that were returned from the State that need to be corrected and that George Graikoski has not done them. Jack Healy, Chair was not aware of any of this and asks that he be told about this so he can call to get what they need for the State of Connecticut. He asks Peg Perusse to send him a list of these invoices so he can follow-up on it. She also reports that there is one that was not signed by Newman. The Chairman would like those papers forwarded to him as well. Jeff Zullo notes that Cynthia spoke to him about the final report to start the audit. Peg Perusse states that the audit will not take place until all the paperwork is finalized and everyone signs off on the project. Discussion of the audit procedure and process ensues. Jeff Zullo

states that the Town is concerned about the short term money. Discussion ensues of bonding. The final State approval could take three to five years to receive.

William J. Buckley, Jr. wants to be sure that the School has all the manuals from O&G. Jack Healy, Jr. reports that there are multiple boxes that will be put in one location at the school for future use. William J. Buckley, Jr. feels that some of the documents should be put on a disk format for future maintenance and bidding if needed. Discussion ensues. Jack Healy, Chair states that William J. Buckley, Jr.'s point is well taken.

High School has surges and can't find a large enough surge protector. They are working with CL&P. The ballast went out in the gym and all the lights will be replaced in July. It was installed in the 1960's. This will also save electricity because the old system uses a lot of wattage. Also three lights will be installed on the walkway from the Intermediate School to the Middle/High School. The money to do this will come out of the Capital Budget.

The security system bidding process is done and a bid has been awarded but the work has not started. Pines will be planted at Tapping Reeves in the Spring.

## **7. PUBLIC PARTICIPATION**

None heard.

## **8. FUTURE AGENDA**

Jack Healy, Chair states that he will call meetings if needed.

***Motion:* William J. Buckley, Jr. moved to authorize the Chairman to address any outstanding issues to secure the permanent C.O. including installing the fence around the dumpster and any other items that have to be addressed to secure the C.O. and secondly, authorization to complete any paperwork that the Chairman has to do to submit the final completed application with all the change orders to the State Department of Education.**

**So moved. Seconded: Jeff Zullo**

***Discussion:*** Jack Healy, Chair will communicate with the Committee of what he's done by email.

**Vote:**

**Absent: Bob Blazek, Stacie Kavle, Vice Chair and Leo Paul, Ex-Officio**

**All Ayes**

**Motion passed**

***Motion:* William J. Buckley, Jr. moved that the Building Committee accept the project subject to the Chairman securing the Certificate of Occupancy and completing the task that was authorized in the previous motion successfully passed.**

**So moved. Seconded: Jeff Zullo**

***Discussion:*** None

**Vote:**

**Absent: Bob Blazek, Stacie Kavle, Vice Chair and Leo Paul, Ex-Officio**

**All Ayes**

**Motion passed**

Gary inquires about the benches. Tony Crowe notes that they have all the benches they need. He is also concerned about any future spalling of the concrete. Jack Healy, Chair notes that there will be money in the proposed Capital Budget to address any future issues.

Gary feels that patching the sidewalks does not work and that they should be replaced instead. Jeff Zullo starts a discussion on the weeping issue in the concrete. This is being addressed now. Jeff Zullo notes that Kent Gilyard was always concerned about maintenance and he is happy that it is being done. Tony Crowe notes that the adjustments to the ventilation issue made a dramatic difference. He also states that Music Parents want to donate the money to put in an air conditioner. Discussion of heating and efficiency of the new schools ensue. Tony Crowe has excellent records and will email them to Jeff Zullo. He states that the school has contracted for less oil. Jack Healy, Chairman notes that once the gym lights are replaced that will also help the electric bill. Tony Crowe notes that the new buildings have a lot of glass and that helps reduce the electric and heating bill too.

**9. ADJOURNMENT**

On a motion made by William J. Buckley, Jr. and seconded by Gary Waugh, the meeting was adjourned at 8:00 PM.

Respectfully submitted,  
*Marianne Arancio Stilson*  
*Marianne Arancio Stilson, Recording Secretary*