

Litchfield Schools Building Committee

Special Meeting Minutes

LOCATION

Litchfield Intermediate School Art Room

DATE OF MEETING

January 8, 2009

TIME MEETING STARTED

7:06 PM

PERSON PREPARING THE MINUTES

Marianne Arancio Stilson

MEMBERS PRESENT

1. Jack Healy, Chairman
2. Lynn Chapman
3. Gary Waugh - BOE Representative
4. Bob Blazek, BOS Representative
5. Jeff Zullo, Treasurer & BOF Representative
6. Kent Gilyard
7. Mac Bramley
8. Stacie Kavle, Vice Chair arrives at 7:34 PM
9. William J. Buckley, Jr.

MEMBERS ABSENT

1. Bob Blazek, BOS Representative
2. Leo Paul - Ex-Officio

OTHERS PRESENT

A. Brooks Fischer of Herbert S. Newman, George Graikoski of O&G, Tony Crowe, Wayne Shuhi & Roberta Healy

QUORUM PRESENT

Yes

1. CALL TO ORDER

Jack Healy, Chairman called the meeting to order at 7:06 PM.

2. DISCUSS THIRD PARTY INSPECTION. TAKE ACTION AS DEEMED NECESSARY

William J. Buckley, Jr., notes that Tectonic did not get the reports for the concrete and the soil until this week. He states that Tectonics is doing an inspection with Tony Crowe on Monday and Tuesday. Discussion ensues with A. Brooks Fischer of Newman. Jeff Zullo states that the contract was approved in November, 2008 and he is very unhappy that nothing was done until now. He states that the Committee has a contract with Tectonics and had a deadline to get the reports and is surprised that the reports for the concrete and the soil did not get to them sooner. He feels that the evaluation should have been done by now. He states that the Committee is paying Newman to be here tonight and that this work is not getting done in a timely manner. William J. Buckley, Jr. states that he is not happy either and feels that he would not have voted for any extra money and he feels that a third party inspector was needed because the Committee has not been provided with the services they contracted for in his opinion. Jeff Zullo is also concerned about the targeting of the walkthrough for architectural, mechanical and structural deficiencies. William J. Buckley, Jr., states that he has not had any correspondence with Tectonics. The status of the retainer of the attorney is discussed. The attorney may be used depending upon the findings and report of Tectonics. He would be called to find a remedy for any deficiencies.

3. DISCUSS CHANGE ORDER REQUESTS (CORs) AND CHANGE ORDERS (COs). TAKE ACTION AS DEEMED NECESSARY

George Graikoski of O&G states that all the change order requests and forms have been sent to the contactors and he has gotten some back. He is waiting for the rest to come back. He states that it is thirty percent finished. Jack Healy, Chairman states that Peg Perusse will be out and that the State will not issue any more funds until the change orders are in. Jack Healy, Chairman states that he can meet with A. Brooks Fischer to sign the change orders as soon as they come in. Jeff Zullo would like George Graikoski to send Jack Healy, Chairman an email with the information on the change orders. George Graikoski states that there are still eighty or ninety change orders that need to be completed. Jeff Zullo wants to know why there are so many change orders left since construction ended over a year ago. Discussion ensues. The Committee is upset and feels that this is unacceptable. George Graikoski states that all the change orders are accounted for in the reports. George Graikoski states that all the change orders have already been initialed by the contractors. He states that the packages went out in the last couple of weeks. Jack Healy, Chairman wants George Graikoski to send to A. Brooks Fischer all the change orders immediately so he can review them now to save time. He wants Newman to review them now since they are just waiting for the signatures to save time. George Graikoski states that he will send them all to A. Brooks Fischer next week. Jeff Zullo would like an email to the Committee noting all the change orders left. George Graikoski states that there are about forty change orders that he believes that there is still retainage held for every contract for which the change orders have not been returned and executed. George Graikoski will get this information for next Thursday's meeting. William J. Buckley, Jr. would like to know if these change orders are contract clarification or a change in the scope. He feels that no extra money should be paid for any change orders that are not part of a scope change. He does not want the Committee now to be charged by anyone for work that was part of basic services. He wants that clarified for next meeting. He believes a lot of this work is part of the basic contract. George Graikoski states that he believes there were not a lot of scope changes in these change orders. Discussion ensues. This agenda item will be added to next meeting's agenda to be discussed further. Jeff Zullo wants George Graikoski to email the items left on the punch list before next week's meeting.

4. DISCUSS PUNCHLIST ITEMS. TAKE ACTION AS DEEMED NECESSARY.

Jack Healy, Chairman wants to know what still needs to be done. George Graikoski goes over the reports handed out to the members of the Committee. At the High School, everything is completed except for the site work, sidewalks and topsoil. At the Intermediate School, the Connecticut Carpentry issues are still outstanding. George Graikoski states that O&G's carpenters came in to do the hardware issues that were part of Connecticut Carpentry's scope of work. Spectrum Services still has to finish the open items regarding the painting. He states that in regard to the Board of Ed list of HVAC items that Tony Crowe provided, the system is up and running and they are working with Tony Crowe to resolve the remaining issues. There is a report submitted tonight that also addresses the valves at the UV's. Discussion ensues. There is an issue with a manufacturer's defect with the valves and Tran will replace the valves at no additional cost. All the valves are being replaced at no cost to the Building Committee. William J. Buckley, Jr. feels that Tran should also pay the cost of Newman and O&G for their time on this issue. He feels that this should be back billed to Titan Mechanical. George Graikoski states that they still have full retainage for Titan. Jack Healy, Chairman asks A. Brooks Fischer to keep his time on this issue separate. Also, he wants Tony Crowe to get the invoice for replacing the valves for reimbursement. William J. Buckley, Jr. feels that there is a failure to perform under the contract and these expenses should be back billed by the Construction Manager to the firm that the Committee has the contract with.

Stacie Kavle arrives at 7:34 PM

Mac Bramley wants to know about the painting of the fasteners on the walls of the ceiling. Discussion ensues.

Handouts tonight are Litchfield Intermediate and Middle/High School Construction Manager's Monthly Cost Control Report, Herbert S. Newman & Partners/O&G Industries, Inc. Final Punch List – Interior Bldg Reports for Intermediate and Middle/High School and Report of Warranty, Punch list for Intermediate and Middle/High School, Titan Mechanical Fax sheet and Memorandum from Jim Brown, Michael Cavanaugh Progress Report from RECC. Titan brought in RECC to go through the system. They are a control subcontractor. William J. Buckley, Jr. states that there are an outrageous number of problems in the system and notes all the "bad analog boards" noted in the report. He wants to be sure Tectonic has this report to review. Mac Bramley wants to be sure Tectonic also looks into the M204 Net equipment issue as well. Jack Healy, Chairman will be sure that Tectonic gets these reports. George Graikoski states that Titan has been very responsive. William J. Buckley, Jr., states that the other costs should be absorbed by them as well.

Discussion ensues of the M204 Net at the Intermediate School that was never installed or was installed and went missing. George Graikoski states that all the costs for replacing the valves will be absorbed by Titan or Tran and not by the Building Committee.

Mac Bramley wants to know why one of the units in the Intermediate School is still missing the radiator cover. George Graikoski will look into this. Tony Crowe states that the control issue is working better and can now be fixed remotely. He states that the valve issue is still outstanding but is being worked on. He states that he believes it will have to be a summer installation.

Mac Bramley discusses the Teacher's Lounge 205 at the Intermediate School, the sink installed in this room is not ADA compliant and the Auditorium 330, automated door operator does not work at door 201A. Lynn Chapman wants to know what is going on with the handicap door at the Intermediate School.

George Graikoski states that he has not heard back from Connecticut Carpentry. He states that O&G has come in with their own contractor to do some of the work. He is still waiting for their response. Jack Healy, Chairman wants them contacted immediately and wants a response for next meeting. Mac Bramley feels that a letter should go out to them that the retainage will be used to hire another contractor to finish the work. William J. Buckley, Jr. wants to know why O&G is not as upset with them as the Building Committee is. George Graikoski believes it is about \$15,000.00 worth of work that is still outstanding. William J. Buckley, Jr. feels that they should be fired and that the amount of the worth of the work should be multiplied by two and a half. He feels that \$37,500.00 should be withheld to remedy the situation. He feels that they should be notified that this is what the Committee is going to do. He wants them notified by next meeting.

Motion: William J. Buckley, Jr. moved that the Building Committee directs the Construction Manager to notify Connecticut Carpentry, the contractor that they failed to perform under the contract and that the Building Committee estimates the work to be about \$15,000.00 but that they are taking two and a half times that amount and holding it back from retainage so the work can be performed after next Thursday's meeting.

So moved. *Seconded:* Mac Bramley

Discussion: None

Vote:

Absent: Bob Blazek and Leo Paul - Ex-Officio

Objection: None

All Ayes

Motion passed

William J. Buckley, Jr. discusses with George Graikoski about when notification can be done. The Committee wants them notified before the end of this week because the meeting is next Thursday. Discussion ensues. William J. Buckley, Jr. feels that a company like O&G should be

able to send an email tomorrow notifying Connecticut Carpentry of the Building Committee's motion. A copy of the email should be sent to the Chairman and the members of the Building Committee.

5. DISCUSS ALLIED ROOFING REQUEST FOR PAYMENT AND CORRESPONDENCE. TAKE ACTION AS DEEMED NECESSARY.

Jack Healy, Chairman states that this is the issue of the wrinkled roof. He states that there was a request for payment that was referred to George Graikoski. He states that there is a proposed meeting for Monday at 1 PM. After discussion it is decided that they should meet with Tectonics' to review this issue and meet with them. William J. Buckley, Jr. feels that they should handle this issue and report on it. He feels the staining issue should be done the same way. They will be meeting with Saranfil as well. George Graikoski will tell them to meet Monday with Tony Crowe and Tectonics. George Graikoski will talk with Tectonics about the issue before the meeting.

6. DISCUSS STAINING BELOW GYM ROOF EDGE AT LHS. TAKE ACTION AS DEEMED NECESSARY.

Discussion of the staining ensues with Agenda item #5.

Motion: Mac Bramley moved that any discussion regarding payment to Allied Roofing be moved to the regular meeting on January 15th.

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

Discussion: None

Vote:

Absent: Bob Blazek and Leo Paul - Ex-Officio

Objection: None

All Ayes

Motion passed

A. Brooks Fischer will attend the meeting with Saranfil as well. Jack Healy, Chairman feels that the roof is visual and is designed to be visual as well as functional and that the wrinkled roof is not acceptable. He states that a wrinkle in the roof means that it was not installed properly. Lynn Chapman states that the wrinkle has gotten worse. William J. Buckley, Jr. states that aesthetics is something that the Committee paid for. He wants to make sure that the contractor understands that. Jeff Zullo states that this contractor has been given repeated leeway on the siding. He states that the Committee has accepted several less than designed completions on the siding. This contractor coming in and requesting payment when the Committee is not happy with the quality of their work is something the Committee needs to stand firm on. Discussion ensues. The Building Committee decides that Tectonics- will handle this issue as well.

7. DISCUSS ISSUES LIST FROM NOVEMBER MEETING. TAKE ACTION AS DEEMED NECESSARY.

- 1. The restoration of the north end**
- 2. The cost of the prints for the engineering.**
- 3. If there are no specifications for the north end then they need to be done.**

A. Brooks Fischer has not done any specifications for these yet. Discussion ensues of the parking lot, plantings in the spring and restoring the area to its original design. The design to put it back to the original design is an expense of the Building Committee. Discussion of the specification ensues. Discussion of graveling the north end rather than paving ensues. To change the design you would have to go back to Inland Wetlands and STC. In order to put the north end back to its original state, money would have to be budgeted. Jack Healy,

Chairman asks A. Brooks Fischer to go back and look at the specs again and report on them at the meeting next Thursday. Jack Healy, Chairman reports that the Federal Government is looking to stimulate the economy and through the State of Connecticut, a request for "shovel ready projects" was sent to all towns and the Town of Litchfield submitted this work as part of that request.

4. The extension on the stack

George Graikoski has not yet gotten a price for this. He states that the email said to go six feet and if it doesn't work then to extend it another six feet. He was not sure how the Committee wanted to proceed. William J. Buckley, Jr., states that it should temporarily be extended to six feet to monitor the performance and if it doesn't work then it will be extended another six feet. Jack Healy, Chairman states that it should be guide wired. William J. Buckley, Jr., states that he needs to do whatever needs to be done to measure the performance of the temporary extension and it needs to be done the right way. Jack Healy, Chairman states that it needs to be secure. The Committee wants the price before next meeting.

5. The additional cost for the drainage at the Middle/High School.

George Graikoski states that the change order has been done and he believes that it is about \$7,000.00 from Richards. Jack Healy, Chairman states that as per the November meeting this change order was put on hold by the Committee because of money issues. For clarification, Jack Healy, Chairman goes over each motion that was put on hold from the November meeting. Discussion of going out and getting competitive pricing ensues. William J. Buckley, Jr., states that in today's economy getting better prices would be realistic.

6. The two windows being replaced.

Tony Crowe states that the windows have been replaced and have already been billed.

7. The exhaust for kiln.

George Graikoski still needs to get a price for this work.

8. HSN additional costs.

Jack Healy, Chairman states that he sent an email to the Committee members in regard to this issue. William J. Buckley, Jr., states that some of these costs will have to come out of the contractor's remaining retainage.

9. Heating for bathrooms.

George Graikoski has not gotten the cost for this work.

10. The three change orders for the screens for the projectors.

A. Brooks Fischer has change orders for approximately \$10,000.00. Jack Healy, Chairman states that this is not in the budget. He states that this is for projectors. Discussion of the credit for the Vbrick ensues. Tony Crowe will check with Peg Perusse next week on this issue of the Vbrick credit. George Graikoski states that the soft cost amounts are taken every month from information supplied by Deb and placed in his report.

11. The issue of the brown water at the dishwasher.

Jack Healy, Chairman states that the same water is being used as well as the same dishwasher. Tony Crowe states that it is occurring in both schools. He states that a water softener was recommended. Mac Bramley states that MG is in the water and that may be causing the issue. Tony Crowe states that the estimate for the water softener is about \$2,400.00. Jack Healy, Chairman wants Tony Crowe and George Graikoski to send him an email with any information, estimates or reports that have on the issue before next meeting. Discussion ensues.

8. REVIEW AND APPROVE INVOICES

Approval of Invoices

Jack Healy, Chair hands out to the members of the Committee the list of the invoices to be reviewed and approved.

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 signature and certifications are there.

VENDOR	APP/INV#	INV. DATE	AMOUNT	SCHOOL
Gar San	25	7/30/2008	\$80,123.03	Middle/High

So moved. Seconded: Lynn Chapman

Discussion: Final payment. Release of retainage. Jack Healy, Chairman states that the contractor signed it on July 11th, Brooks signed it on December 23rd and that George signed it on August 14th. George Graikoski states that all the open punch list items have been done. Discussion ensues.

**Motion Withdrawn.
Second Withdrawn.**

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 signature and certifications are there and not pay it until the Chairman gets to review the report from Tectonics and determine whether there is deficient work performed by this contractor as identified in the report.

So moved. Seconded: Kent Gilyard

Vote:

Absent: Bob Blazek and Leo Paul – Ex-Officio

Abstention: Mac Bramley

Objection: None

Ayes: William J. Buckley, Jr., Kent Gilyard, Jeff Zullo, Stacie Kavle, Lynn Chapman and Gary Waugh

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 signature and certifications are there and not pay it until the Chairman gets to review the report from Tectonics and determine whether there is deficient work performed by this contractor as identified in the report.

VENDOR	APP/INV#	INV. DATE	AMOUNT	SCHOOL
General Welding	1(#2)	11/28/2008	\$19,206.36	Middle/High

So moved. Seconded: Kent Gilyard

Discussion: Retainage/Final Payment

Vote:

Absent: Bob Blazek and Leo Paul – Ex-Officio

Abstention: Mac Bramley

Objection: None

Ayes: William J. Buckley, Jr., Kent Gilyard, Jeff Zullo, Stacie Kavle, Lynn Chapman and Gary Waugh

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 signature and certifications are there.

VENDOR	APP/INV#	INV. DATE	AMOUNT	SCHOOL
M.J. Daly	24	11/30/2008	\$1,388.90	Middle/High

So moved. Seconded: Kent Gilyard

Discussion: Not retainage. Jack Healy, Chairman notes that there is a mechanics lien waiver attached to the invoice.

Vote:

Absent: Bob Blazek and Leo Paul – Ex-Officio

Abstention: None

Objection: None

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 signature and certifications are there.

VENDOR	APP/ INV#	INV. DATE	AMOUNT	SCHOOL
Crest Graphics	30-693663-Split	12/24/2008	\$1,728.66	Middle/High
Crest Graphics	30-693663-Split	12/24/2008	\$851.43	Intermediate

So moved. Seconded: Kent Gilyard

Discussion: Copies of drawings for Tetonics. Reproduction cost not budgeted yet. Discussion of other items that have not been budgeted in George Graikoski's report ensues.

Vote:

Absent: Bob Blazek and Leo Paul - Ex-Officio

Abstention: None.

Objection: Jeff Zullo

Ayes: William J. Buckley, Jr., Kent Gilyard, Mac Bramley, Stacie Kavle, Lynn Chapman and Gary Waugh

Motion passed

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

VENDOR	APP/ INV#	INV. DATE	AMOUNT	SCHOOL
Marianne Arancio Stilson	11202008-Split	11/22/2008	\$167.63	Middle/High

Marianne Arancio Stilson	11202008-Split	11/22/2008	\$82.57	Intermediate
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So moved. Seconded: Kent Gilyard

Discussion: Mac Bramley wants to know if this has been budgeted. Funds for the recording secretary are under the line item for administrative costs and have not been budgeted for 2009 in the report.

Vote:

Absent: Bob Blazek and Leo Paul - Ex-Officio

Abstention: None.

Objection: None.

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 signature and certifications are there.

VENDOR	APP/INV#	INV. DATE	AMOUNT	SCHOOL
School Specialty	308100235778	12/29/2008	\$10,683.96	Middle/High

So moved. Seconded: Kent Gilyard

Discussion: Furniture Expenses.

Vote:

Absent: Bob Blazek and Leo Paul – Ex-Officio

Abstention: None

Objection: None

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 signature and certifications and not pay it until the Chairman gets to review the report from Tectonics and determine whether there is deficient work performed by this contractor as identified in the report.

VENDOR	APP/INV#	INV. DATE	AMOUNT	SCHOOL
General Welding	16	11/30/2007	\$13,365.80	Intermediate

So moved. Seconded: Kent Gilyard

Discussion: Final payment. Date of invoice on report is not correct. It should be 2008.

Vote:

Absent: Bob Blazek and Leo Paul – Ex-Officio

Abstention: Mac Bramley

Objection: None

Ayes: William J. Buckley, Jr., Kent Gilyard, Jeff Zullo, Stacie Kavle, Lynn Chapman and Gary Waugh

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 signature and certifications are there.

VENDOR	APP/INV#	INV. DATE	AMOUNT	SCHOOL
Insalco Corp.	47234	12/08/2008	\$31,383.00	Intermediate

So moved. Seconded: Kent Gilyard

Discussion: *Music Storage.*

Vote:

Absent: Bob Blazek and Leo Paul – Ex-Officio

Abstention: None

Objection: None

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 signature and certifications are there.

VENDOR	APP/INV#	INV. DATE	AMOUNT	SCHOOL
Plymouth Glass & Mirror	59339	12/30/2008	\$5,135.00	Intermediate

So moved. Seconded: Kent Gilyard

Discussion: *Windows not budgeted in the report. Committee discusses going back to contractor for reimbursement of this item. This was a safety issue and needed to be taken care of right away. George Graikoski will take care of notifying Richards Corporation.*

Vote:

Absent: Bob Blazek and Leo Paul – Ex-Officio

Abstention: None

Objection: None

All Ayes

Motion passed

Motion: William J. Buckley, Jr. moved to direct the Construction Manager to back bill the two contractors for the glass.

So moved. Seconded: Gary Waugh

Discussion: *None*

Vote:

Absent: Bob Blazek and Leo Paul – Ex-Officio

Abstention: None

Objection: None

All Ayes

Motion passed

Jack Healy, Chairman thought this invoice was for the Town Hall. Deb Lavoie states that this invoice was for the Media Center. PSI-NESP Invoice, #5473, Dated 10/23/2008 in the amount of \$3,646.90 tabled to next meeting. Jack Healy, Chairman read the email from Deb Lavoie to the members of the Committee. It states that it is not part of the capital expense for FFE. It is unclear what this invoice is for and if it is an expense of the school project. This invoice is tabled until next meeting.

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 signature and certifications are there.

VENDOR	APP/INV#	INV. DATE	AMOUNT	SCHOOL
School Specialty	3.081D+11	12/29/2008	\$11,201.12	Intermediate

So moved. Seconded: Kent Gilyard

Discussion: *Bookcases, Chairs, Fire File, etc.*

Vote:

Absent: Bob Blazek and Leo Paul – Ex-Officio

Abstention: None

Objection: None

All Ayes

Motion passed

William J. Buckley, Jr. wants to be sure that when it is back billed the invoice should be lowered by that amount.

William J. Buckley, Jr. notes for the minutes that in the folder with the invoice list is a letter from Jose Hernandez from Herbert S. Newman concerning the wrinkled roof and that in their opinion the installation of the roof at the High School gymnasium is in non-conformance and notes the section of the contract. He wants to be sure that Tectonics gets a copy of this letter as well.

Jack Healy, Chairman tells the members that he may be calling meetings more frequently than once a month to try to get this project to completion.

9. ADJOURNMENT

Jack Healy, Chair asks for a motion to adjourn. Mac Bramley moved to adjourn. The motion was seconded by William J. Buckley, Jr. at 9:12 PM.

Respectfully submitted,

Marianne Arancio Stilson

Marianne Arancio Stilson
Recording Secretary