

Litchfield Schools Building Committee Meeting Minutes

LOCATION

Litchfield Intermediate School Cafeteria

DATE OF MEETING

November 20, 2008

TIME MEETING STARTED

7:10 PM

PERSON PREPARING THE MINUTES

Marianne Arancio Stilson

MEMBERS PRESENT

- | | |
|------------------------------------|-----------------------------------|
| 1. Jack Healy, Chair | 2. Lynn Chapman |
| 3. Gary Waugh - BOE Representative | 4. Bob Blazek, BOS Representative |
| 5. Kent Gilyard | 6. Stacie Kavle, Vice Chair |

MEMBERS ABSENT

- | | |
|---|--------------------------|
| 1. William J. Buckley, Jr. | 2. Mac Bramley |
| 3. Jeff Zullo, Treasurer & BOF Representative | 4. Leo Paul - Ex-Officio |

OTHERS PRESENT

A. Brooks Fischer of Herbert S. Newman, George Graikoski of O&G, Tony Crowe, Peg Perusse, Winnie Harrison, Wayne Shuhi, Frank Simone and 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

Jack Healy, Chair asks for a motion to approve the minutes of the Regular Meeting on August 21, 2008, September 18, 2008, October 16, 2008 and November 6, 2008 Special Meeting.

Motion: Bob Blazek moved to approve the meeting minutes of the regular meeting on August 21, 2008.

So moved. Seconded: Lynn Chapman

Discussion: None

Vote:

Abstention: None

Additions: None

Absent: William J. Buckley, Jr., Jeff Zullo, Mac Bramley and Leo Paul - Ex-Officio

All Ayes

Motion passed

Motion: Kent Gilyard moved to table the approval of the meeting minutes of the regular meeting on September 18, 2008 until the December 18, 2008 meeting.
So moved. Seconded: Lynn Chapman
Discussion: None
Vote:
Abstention: None
Additions: None
Absent: William J. Buckley, Jr., Jeff Zullo, Mac Bramley and Leo Paul - Ex-Officio
All Ayes
Motion passed

Motion: Bob Blazek moved to approve the meeting minutes of the regular meeting on October 16, 2008.
So moved. Seconded: Lynn Chapman
Discussion: None
Vote:
Abstention: None
Additions: None
Absent: William J. Buckley, Jr., Jeff Zullo, Mac Bramley and Leo Paul - Ex-Officio
All Ayes
Motion passed

Motion: Bob Blazek moved to approve the meeting minutes of the special meeting on November 6, 2008.
So moved. Seconded: Lynn Chapman
Discussion: None
Vote:
Abstention: None
Additions: None
Absent: William J. Buckley, Jr., Jeff Zullo, Mac Bramley and Leo Paul - Ex-Officio
All Ayes
Motion passed

3. ADOPT 2009 MEETING DATES

Jack Healy, Chair asks for a motion to adopt the 2009 meeting dates as posted.

Motion: Kent Gilyard moved to approve the 2009 meeting dates.
So moved. Seconded: Lynn Chapman
Discussion: None
Vote:
Abstention: None
Additions: None
Absent: William J. Buckley, Jr., Jeff Zullo, Mac Bramley and Leo Paul - Ex-Officio
All Ayes
Motion passed

4. COMMUNICATION

Report from Jeff Zullo on BOF Communication
No report. Jeff Zullo not present this evening.

Report from Gary Waugh on BOE Communication

Gary Waugh reported to the BOE the actions taken on the October 16th and November 6th meetings.

Report from Jack Healy on BOS Communication

Jack Healy, Chair reports that the BOS have not met since the last meeting.

Correspondence

Jack Healy, Chair reports that he signed the contract with Tectonics, the consulting engineer as authorized by the November 6, 2008 meeting. He also notes that Peg Perusse received correspondence from David Wedge. Jack Healy, Chair reports that William J. Buckley, Jr.'s daughter gave birth to twin girls this week.

5. ARCHITECT/CONSTRUCTION MANAGER UPDATES

Budget (O&G)

George Graikoski of O&G hands out to the members of the Committee the following reports: Construction Manager's Monthly Cost Control Report for the High School and the Intermediate School; Change Orders by Trade Contractor for the High School and the Intermediate School, Herbert S. Newman & Partners/O&G Industries Inc. Final Punch List for the High School and the Intermediate School.

George Graikoski states that he did all the CORs and change orders and made the packages that need to be circulated for signatures. All the packages for the Intermediate School have gone out and the packages for the Middle/High School will go out by next Tuesday. He updated the soft costs from the list that Deb Lavoie sent him and did the FFE for the last two meetings. He updated all those costs as well. He has also added the \$23,000.00 approved last month but forgot to split it. It is all in the Middle/High School. He will have to redo it for next meeting. Jack Healy, Chairman will meet with George Graikoski next week to get the CORs and change orders signed.

Jack Healy, Chair notes that Tony Crowe called him about the two cracked windows. He wants to be sure that George Graikoski includes the cost in his report for next month. He states that it was a safety issue and that the work needs to be done very quickly. They will go after the contractor or the manufacturer later on.

George Graikoski notes that he made a new line item for "Owners Additional Work".

Jack Healy, Chair wants A. Brooks Fischer to compile a list of extra work that he has performed and that it was approved that he come to the meeting tonight. He will get together with the Chairman next week to go over his costs to date.

George Graikoski states that he also wrote the change order for the Middle/High School for the gym for the perforated pipe and the stone. That change order was \$7,800.00. That change order was approved by the Committee in a prior meeting.

Jack Healy, Chair states that there is only about \$130,000.00 left in contingency and that the area in the North end of the school has to be restored. He wants A. Brooks Fischer to see if there is a specification package for that area and if not, to get him a price for the specification package for that area. Discussion ensues. After the Committee has a specification package, then they can get a price to restore that area. Bob Blazek will look into any order from the Inland Wetlands Commission for that area for the next meeting.

Jack Healy, Chair notes that there will be a cost for copying the plans and specifications that need to be given to the consulting engineer and that he asked A. Brooks Fischer to get those copies together for Tectonics. Jack Healy, Chair and A. Brooks Fischer will meet after the meeting. Jack Healy, Chair would like A. Brooks Fischer to talk directly to Tectonics about the plans and specifications.

Schedule Update (O&G)

George Graikoski states that the punch list was updated. Spectrum was at the Intermediate School last week and did quite a few items and the stairwells will be done during the winter break. He states that there is some miscellaneous carpentry work in both schools that needs to be done and that he will get O&G's carpenters to come in and get that work done. He states that in the Science Labs, the fire dampers, diffusers and returns were done last week. He states that another company was brought in today to look at the heating system and go through the Middle/High School systems and then do the Intermediate School. After they are done, he will have more information. Tony Crowe states that they are working with him on the system and that they are very knowledgeable. He states that the decreased water pressure issue was looked at today and that it is the low flush toilets. He states that the pressure coming into the building is 70PSI. They will look into adjusting the PSI to see if it helps. Propane Gas in the four new science rooms is discussed. George Graikoski states that he didn't see it on the drawings. Brooks Fischer will confirm with CES that they are looking at the same issue and will get back to the Committee. The fumes issue is discussed at length. A. Brooks Fischer hands out a letter dated November 19, 2008 from CES to him with a recommendation that the flue pipe be extended or raised. It is a trial and error issue. After discussion, A. Brooks Fischer will go back to CES to get a recommendation from them as to the height to start with to see if it solves the issue. Jack Healy, Chair reminds George Graikoski to take this issue into account in his budgeting because there will be a cost. Jack Healy, Chair reminds everyone that there is only \$130,000.00 left and already this evening the issues that will cost money are: the windows that need to be replaced, budget for fixing the north end of the school and the raising of the flue pipe. Tony Crowe reports that the 100 wing sewer smell has not gone away and he does not believe it is vented properly. George Graikoski will talk to Titan Mechanical tomorrow and have them look at it. A. Brooks Fischer will look into the issue of the two propane gas shut offs in the two science rooms classrooms at the Middle/High School. Tony Crowe states that there are shut offs in the classroom and no pipes to them. George Graikoski will look into the light in the girl's locker room. He states there is one there but it is not working. Tony Crowe states that it has never worked. Jack Healy, Chair wants an update on when that will be done. Tony Crowe will work with George Graikoski on the hardware issue. George Graikoski will need to talk to Gar-San. George Graikoski spoke to R&R and they are coming out to look at the outside doors that leak during a rain storm. He states that he also spoke to Allied about the two roof leaks, leak in the main lobby and roof drain by the locker room. He states that they are coming out as well. Jack Healy, Chair wants dates for these items and wants them done by the end of November. George Graikoski states that in the Intermediate School he spoke to Titan about the drains in the Nurse's office being too short. He states that the heating under the gym is not part of the scope. Tony Crowe states that the heating under the gym should not be on the list. George Graikoski states that Titan looked at the issue of no hot water in the lobby bathrooms today and he did not speak to them about what they found. A. Brooks Fischer states that an ASI was issued to put in an electric heat system in the lobby for the gymnasium bathrooms to get the heat. Jack Healy, Chair would like that follow up on. He states that this also needs to be budgeted. Lynn Chapman states that she met with Kennedy Electric this week and they suggested contacting a local contractor to do the work. She states that she called Peg Perusse to get a name of who the school has used in the past and she will get in touch with them for a price. George Graikoski states that the electrical box in the middle of the floor near the auditorium entrance needs to be looked at to see if it is a live box. Jack Healy, Chair states that it needs to be flush because it is a tripping issue. George Graikoski did not look into the water in the electrical box above the heater. A. Brooks Fischer states that the crack in the auditorium wall is not part of the contract and that it is not a structural issue. He states that it is a settling crack. George Graikoski had Lockheed over last week to look at the water leaks under the exterior doors and under the

windows. They also looked at the cracks windows and the leak in the media center. He states that the glass in the main entrance has been corrected. Lockheed ordered windows for the central office and they will be replaced. Jack Healy, Chair states that it is his intent to go back to the contractor for the two windows that were approved to be replaced because they were a safety issue. Discussion ensues.

Bob Blazek leaves at 7:49 PM.

A. Brooks Fischer will look into the flooring and the issue of the cracked tiles. Tony Crowe feels that a saddle needs to be put in because the flooring is a different level. A. Brooks Fischer would like O&G to verify that the slope of grade issue was installed to the drawings. Discussion ensues. Jack Healy, Chair wants it verified right away so that it can be fixed. He states that if it was installed according to the drawings then he will talk to Leo Paul, First Selectman to see if public works can fix it.

Jack Healy, Chair reiterates the items that need to be budgeted by George Graikoski in his report. They are:

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.
4. The extension on the stack
5. The additional cost for the drainage at the Middle/High School.
6. The two windows being replaced.
7. The exhaust for kiln.
8. HSN additional costs.
9. Heating for bathrooms.
10. The three change orders for the screens for the projectors.
11. The issue of the brown water at the dishwasher.

Gary Waugh would like to get a price for the tiling in the bathrooms. Jack Healy, Chair states that they can get a price but he is concerned that the contingency dropped down to \$130,000.00 from last meeting. He also states that he talked to Cynthia and there will be closing costs associated with the project that need to be figured in as well. Discussion of the vent issue in the kitchen ensues.

Jack Healy, Chair is concerned because Newman has to sign off for a CO and that getting the work done during Christmas break does not do it. He states that he put in a call to John Worthington but has not heard back from him. He thought he made it clear that the Committee wanted all the work done by the end of November.

Alternate Options List Review (Lynn Chapman)

Lynn Chapman states that she got a price for the partitions from Gar-San and the price to do the partitions for the four bathrooms is \$15,960.00. They will do the same layout, patch the walls and floors and removed the old partitions.

Lynn Chapman states that the price for the glu-lams is \$8,000.00.

Lynn Chapman states that it will be \$20,601.00 to replace the entire blue carpet tile and install ceramic tile in front of the windows.

Jack Healy, Chair states that Cynthia wanted everyone to be careful about adding things that are reimbursable because it does affect the bonding. Discussion ensues.

Jack Healy, Chair would like Tony Crowe to get a cost to replace all the valves for informational purposes only.

Discussion of what might be reimbursable ensues. Cynthia was concerned because the Committee was spending down too much. Lynn Chapman inquires about whether the \$20,000.00 for the stairwells should be put off since there will be other issues that might be more pressing and need to be done. George Graikoski will call them and let them know to hold off on doing it right now. Jack Healy, Chair is concerned about whether any materials were purchased to do the stairwells. Discussion ensues. Jack Healy, Chair asks Tony Crowe to get another price from the contractor he spoke to before. Stacie Kavle would like to know if Tony Crowe can hold off on the motion from last month and not order the cafeteria furniture. Tony Crowe states that it is already in the works. He goes over the items on the budget list and what he feels the cost will be and is concerned about what is left in contingency. Lynn Chapman feels that some of the items voted on last meeting are more important than painting the stair towers. Discussion ensues of the painting of the stair towers. Discussion of the items moved last month ensues. Discussion with the BOE members present ensues. Jack Healy, Chair thinks that all the items should be deferred until the cost of the items talked about tonight is determined. Stacie Kavle would like George Graikoski to get prices for the items that need to be budgeted and discussed this evening by the next meeting. Jack Healy, Chair will write an email tomorrow morning to everyone to get the prices for the items. George Graikoski states that the extension of the stack will be an unknown price until you know what will need to be done. A. Brooks Fischer will have to get a recommendation of the height first before that can go forward. The list is discussed again. Jack Healy, Chair states that he may have to call another special meeting before the next meeting to address some of these issues.

Motion: Kent Gilyard moved to delay the following motions from the November 6, 2008 special meeting until further motion of the Committee:

1. ***Motion:*** Lynn Chapman moved to paint four bathrooms at LHS for a cost not to exceed \$6,000.00.
2. ***Motion:*** Stacie Kavle moved to require Allied to come in and correct the fascia canopy at the Middle/High School to meet the original design requirements for time and materials not to exceed \$5,000.00.
3. ***Motion:*** Jeff Zullo moved to authorize the construction manager to initiate a change order with Richards to add a French drain in front of the gym as per the design for a sum not to exceed \$5,000.00.
4. ***Motion:*** Jeff Zullo moved to approve the glu-lam benches (#6 on the 10/16/08 Project Options List) at LIS for an amount not to exceed \$8,000.00.

and the following motion from the September 18, 2008 meeting:

1. ***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.

So moved: Seconded: Gary Waugh

Discussion: None.

Absent: William J. Buckley, Jr., Jeff Zullo, Mac Bramley and Leo Paul – Ex-Officio

Abstention: None

Objection: None

All Ayes

Motion passed

6. FINANCE COMMITTEE – Take actions as needed

Approval of Invoices

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

Motion: Kent Gilyard 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
Connecticut Mason	14	10/31/2008	\$60,899.33	Middle/High

So moved. Seconded: Lynn Chapman

Discussion: None

Vote:

Absent: William J. Buckley, Jr., Jeff Zullo, Mac Bramley and Leo Paul – Ex-Officio

Abstention: None

Objection: None

All Ayes

Motion passed

Motion: Kent Gilyard 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
MJ Daly	23	10/31/2008	\$7,911.60	Middle/High

So moved. Seconded: Lynn Chapman

Discussion: None

Vote:

Absent: William J. Buckley, Jr., Jeff Zullo, Mac Bramley and Leo Paul – Ex-Officio

Abstention: None

Objection: None

All Ayes

Motion passed

Motion: Kent Gilyard moved that the following invoice be forwarded to the Chairman for approval.

VENDOR	APP/ INV#	INV. DATE	AMOUNT	SCHOOL
Ann Curtis	9182008-Split	09/18/2008	\$134.00	Middle/High
Ann Curtis	9182008-Split	09/18/2008	\$66.00	Intermediate

So moved. Seconded: Lynn Chapman

Discussion: None

Vote:

Absent: William J. Buckley, Jr., Jeff Zullo, Mac Bramley and Leo Paul - Ex-Officio

Abstention: None.

Objection: None.

All Ayes

Motion passed

Motion: Kent Gilyard moved that the following invoice be forwarded to the Chairman for approval subject to his review to make sure that the proper certifications are there.

VENDOR	APP/INV#	INV. DATE	AMOUNT	SCHOOL
Environmental Systems Corp	3770	11/13/2008	\$470.00	Middle/High

So moved. Seconded: Lynn Chapman

Discussion: After discussion, this invoice will be held for more information and not paid at this time..

Motion Withdrawn

Second Withdrawn

Motion: Kent Gilyard moved that the following invoice be forwarded to the Chairman for approval.

VENDOR	APP/ INV#	INV. DATE	AMOUNT	SCHOOL
Marianne Arancio Stilson	11062008-Split	11/6/2008	\$255.95	Middle/High
Marianne Arancio Stilson	11062008-Split	11/6/2008	\$126.05	Intermediate

So moved. Seconded: Lynn Chapman

Discussion: None

Vote:

Absent: William J. Buckley, Jr., Jeff Zullo, Mac Bramley and Leo Paul - Ex-Officio

Abstention: None.

Objection: None.

All Ayes

Motion passed

Motion: Kent Gilyard moved that the following invoice be forwarded to the Chairman for approval.

VENDOR	APP/ INV#	INV. DATE	AMOUNT	SCHOOL
Marianne Arancio Stilson	10162008-Split	10/18/2008	\$232.09	Middle/High
Marianne Arancio Stilson	10162008-Split	10/18/2008	\$114.31	Intermediate

So moved. Seconded: Lynn Chapman

Discussion: None

Vote:

Absent: William J. Buckley, Jr., Jeff Zullo, Mac Bramley and Leo Paul - Ex-Officio

Abstention: None.

Objection: None.

All Ayes

Motion passed

Motion: Kent Gilyard moved that the following invoice be forwarded to the Chairman for approval subject to his review.

VENDOR	APP/ INV#	INV. DATE	AMOUNT	SCHOOL
Herbert S. Newman	17024-Split	5/6/2008	\$10,050.00	Middle/High
Herbert S. Newman	17024-Split	5/6/2008	\$4,950.00	Intermediate

So moved. Seconded: Lynn Chapman

Discussion: None

Vote:

Absent: William J. Buckley, Jr., Jeff Zullo, Mac Bramley and Leo Paul - Ex-Officio

Abstention: None.

Objection: None.

All Ayes

Motion passed

***Motion:* Kent Gilyard moved that the following invoice be forwarded to the Chairman for approval subject to his review. The Chairman will also make sure that the proper signatures and certifications are there.**

VENDOR	APP/ INV#	INV. DATE	AMOUNT	SCHOOL
Herbert S. Newman	16837-Split	1/15/2008	\$818.66	Middle/High
Herbert S. Newman	16837-Split	1/15/2008	\$403.22	Intermediate

So moved. Seconded: Lynn Chapman

Discussion: Mike Chadukiewicz bills for Technology. Jack Healy, Chair states that he will go through the invoices before signing them for payment. He will go over these with A. Brooks Fischer.

Vote:

Absent: William J. Buckley, Jr., Jeff Zullo, Mac Bramley and Leo Paul - Ex-Officio

Abstention: None.

Objection: None.

All Ayes

Motion passed

***Motion:* Kent Gilyard moved that the following invoice be forwarded to the Chairman for approval.**

VENDOR	APP/ INV#	INV. DATE	AMOUNT	SCHOOL
Herbert S. Newman	16838	1/15/2008	\$1,352.64	Middle/High

So moved. Seconded: Lynn Chapman

Discussion: Newman's out of pocket expenses for A. Brooks Fischer.

Vote:

Absent: William J. Buckley, Jr., Jeff Zullo, Mac Bramley and Leo Paul - Ex-Officio

Abstention: None.

Objection: None.

All Ayes

Motion passed

PSI-NESP Invoice #5473 dated 10/23/08 in the amount of \$3,646.90 was tabled for next month pending more information as to what was purchased. Tony Crowe and Peg Perusse will look into this invoice for next meeting.

7. TECHNOLOGY UPDATE – TAKE ACTIONS AS NEEDED

None discussed.

8. FF&E UPDATE – TAKE ACTIONS AS NEEDED

None discussed.

9. PUBLIC PARTICIPATION

None.

10. FUTURE AGENDA

None.

11. ADJOURNMENT

Jack Healy, Chair asks for a motion to adjourn. Kent Gilyard moved to adjourn. The motion was seconded by Jack Healy, Chair at 8:44 PM and carried unanimously by the members of the Committee.

Respectfully submitted,

Marianne Arancio Stilson

Marianne Arancio Stilson
Recording Secretary