

Litchfield Schools Building Committee Meeting Minutes

LOCATION

Litchfield Intermediate School Cafeteria

DATE OF MEETING

October 15, 2009

TIME MEETING STARTED

7:06 PM

PERSON PREPARING THE MINUTES

Marianne Arancio Stilson

MEMBERS PRESENT

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

MEMBERS ABSENT

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

OTHERS PRESENT

From the School: Tony Crowe 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 September 17, 2009 Regular Meeting

Jack Healy, Chair asks for a motion to approve the minutes of the regular meeting on September 17, 2009.

Motion: Bob Blazek moved to approve the meeting minutes of the regular meeting on September 17, 2009.

So moved. Seconded: Gary Waugh

Discussion: None

Additions/Corrections: None

Vote:

Abstention: Lynn Chapman

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

All Ayes

Motion passed

3. COMMUNICATION

a. Report from Gary Waugh on BOE Communication

No report at this time but will talk about the open house later on in the agenda.

b. Report from Jack Healy on BOS Communication

Jack Healy, Chair states that he told the BOS that the project is almost done.

4. DISCUSS OPEN HOUSE

Gary Waugh reports that the Open House is all set and will be one week from tonight on Thursday, October 21st at 7 PM in the lobby of the High School. He states that he contacted the newspapers and has blogged the opening. He has called Richard Munday and A. Brooks Fischer from Herbert S. Newman and has not been able to get a hold of O&G. He also called Yvonne Gilyard and told her about the dedication to her husband, Kent Gilyard as part of the ceremony. He states that a group of students will be conducting tours of both buildings and will be working with Tony Crowe beforehand to get their training. He states that there will be refreshments that will have to be reimbursed and will cost approximately \$200.00. There will be a brief ceremony with an introduction and welcoming by the Superintendent, a welcoming by BOE Chair Jim Katzen and Chair Jack Healy will say a few words about the project and dedicate the plaque to Kent Gilyard. Stacie Kavle will work with Jack Healy on historical information for his presentation. There will be a few programs printed up to hand out that evening with the program for the evening. Jack Healy, Chair states that the plaques will be ready and up in time for the open house. There will be fifty chairs put up in the lobby and a lecturn and microphone will be placed in the front. Jack Healy, Chair will invite the members of the BOS to the open house, Gary Waugh will invite the members of the BOE to the open house and Jeff Zullo will invite the members of the BOF to the open house. The program will be short and simple with only three speakers. The Building Committee thanks Gary Waugh for all his hard work in putting this open house together.

5. FINANCE COMMITTEE – Take action as needed

a. Approval of Invoices

Motion: Stacie Kavle, Vice Chair moved Allied Restoration Invoice #21 dated 7/30/2009 in the amount of \$46,594.60 for the Middle/High School be forwarded to the Chairman for approval subject to his review to make sure that the proper signatures and certifications are there.

So moved. Seconded: Bob Blazek

Discussion: Jack Healy, Chair states that this invoice should be tabled because the work at the front of the school has not been done. When the work is finished, he will call a meeting to approve the invoice.

Stacie Kavle withdraws her motion.

Bob Blazek withdraws his second.

Stacie Kavle, Vice Chair moved to table Allied Restoration Invoice #21 dated 7/30/2009 in the amount of \$46,594.60 until next meeting.

Second: Bob Blazek

Discussion: None

Vote:

Absent: Jeff Zullo, William J. Buckley, Jr. 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	09172009-Split	9/17/2009	\$73.52	Intermediate
Marianne Arancio Stilson	09172009-Split	9/17/2009	\$149.28	Middle/High

So moved. Seconded: Bob Blazek

Discussion: None

Vote:

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

All Ayes

Motion passed

Motion: Stacie Kavle, Vice Chair 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
Town of Litchfield	Grading	09/28/2009	\$1,114.65	Middle/High School

So moved. Seconded: Bob Blazek

Discussion: This work is the grading of the soil that the Building Committee agreed to pay for.

Vote:

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

All Ayes

Motion passed

Motion: Stacie Kavle, Vice Chair moved the invoice from Newman Architects, #17700 dated 10/6/2009 in the amount of \$700.45 for the Middle/High School be forwarded to the Chairman for approval subject to his review to make sure that the proper signatures and certifications are there.

Second: Bob Blazek

Discussion: Jack Healy, Chair states that this invoice should not be approved since it has been withdrawn by Newman Architects. He states that Richard Munday had no intention to bill for work that he did to research the Saranifil roof in New Hampshire. He states that HSN will have one more invoice for a couple of hours.

Stacie Kavle withdraws her motion.

Bob Blazek withdraws his second.

Motion: Stacie Kavle, Vice Chair 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
Sterling Metals	1/11/1903	10/05/2009	\$3,725.00	Intermediate School

So moved. Seconded: Bob Blazek

Discussion: Jack Healy, Chair states that this was for the frame built around the dumpster for safety reasons.

Vote:

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

All Ayes

Motion passed

b. Budget Discussion

Jack Healy, Chair states that he was informed by Cynthia Politano from the Finance Department that there was a bookkeeping error that occurred in the school's bookkeeping records from work done at the beginning of the project that was never put in the reports, resulting in an overage of \$92,000.00. It was for the high school classroom work and FFE work that was not part of the project that was done at the beginning of the project. The bills were paid and were never put on the spreadsheet. He states that this was an accounting error and that George Graikoski was working off of the numbers that were given to him by the school which were incorrect. Discussion ensues. He states that he put all the monetary motions from the September 17th meeting on hold and that they will have to be reversed at the next meeting. He further states that Jeff Zullo will go before the BOF at their next meeting for the \$56,000.00 for the surveillance system that the Committee already authorized but now cant pay for. He states that they already got an extension from the State for the grant money for the surveillance system and it was being paid mostly by Town money anyway. He states that the plaques were funded already and are paid for. After everything is done, they will have more or less \$8,000.00 left in contingency.

Jack Healy, Chair discusses the progress on the parking lot and says that it is going well. It was scheduled to be done in October. He has made some design adjustments and that finishing it on schedule will be dependant upon the weather.

7. PUBLIC PARTICIPATION

None heard.

8. FUTURE AGENDA

Jack Healy, Chair states that he will call meetings as needed and does not expect a meeting in November.

9. ADJOURNMENT

On a motion made by Lynn Chapman and seconded by Bob Blazek, the meeting was adjourned at 7:42PM.

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