

**GRISWOLD SCHOOL BUILDING COMMITTEE  
TOWN OF GRISWOLD**

**DATE:** Wednesday, January 20, 2010

**I. CALL TO ORDER**

A regular meeting of the Griswold School Building Committee (GSBC) was held in the Griswold High School Board room. Stuart Norman, Second Vice Chairman, called the meeting to order at 7:07 pm.

**PRESENT:** Stuart Norman, 2nd Vice Chairman    Lou Rubino  
Elizabeth Longacre, Secretary            John Faulise  
Heather Edge                                    Peter Dorff  
Erik Kudlis

**ABSENT:** Frank Everett, Chairman                    Sharon Hvizdak  
John Taylor, Vice Chairman                Philip Anthony

**ALSO PRESENT:** Paul Freeman, superintendent of Griswold Public Schools (GPS)  
Barbara Crouch, Griswold Director of Finance  
Peter Zvingilas, Griswold Building Inspector  
Alan McLellan, senior project manager, FIP Construction Inc. (FIP)  
Philip Rees, project manager, FIP  
Charles Boos, architect, Kaestle Boos Associates (KBA)  
Jim Sperry, landscape architect, KBA  
Larry Jones, BVH Integrated Services

**PUBLIC:** Norm Higgins

**PRESS:** Megan Bard, The New London Day

**II. APPROVAL OF 1-6-10 REGULAR MEETING MINUTES**

**Motion:** By Heather Edge  
              Seconded by Peter Dorff  
              All in favor

To approve the January 6, 2010 GSBC regular meeting minutes as they were sent electronically.

**III. STANDING ACTION ITEMS - Report from Change Order Subcommittee**

There was no report from the Change Order Subcommittee because there were no emergency change order situations.

**IV. NEW BUSINESS**

**A. Meeting with FIP**

- Mr. McLellan briefly reviewed the work at Griswold Middle School (GMS). The demolition work in the auditorium is complete. Work on the stage area is ongoing; lighting bars are being installed.
- Mr. McLellan presented the field light approval letter and requested approval by Friday so that the work may be completed by the time the field is needed in the spring.

- Mr. McLellan presented the proposal for the Direct Digital Control (DDC) system and noted that the job would be done in the summer of 2010 if the GSBC approved the work.
- Mr. Rees reviewed the work at Griswold Elementary School (GES). He noted that the demolition of the lower wing of GES had begun and would be completed by Friday. Foundation work is ongoing in Area C; the site is being graded and storm drains and fuel lines are being installed.
- Mr. Rees presented a new phasing plan for the phase B work that would take place at the south end of GES and the GES parking lot. The phasing plan would allow FIP to return the bus loop and 75 to 80 parking spaces to GES in April of 2011. Also, the parade ground could be returned to the community sooner than the present plan allows. Discussion was held on the location of contractor parking.
- Mr. Norman noted that the GSBC had received a letter from the building inspector expressing concern about the ventilation in the north side of the administrative area and in the kindergarten classrooms. Mr. Zvingilas was invited to the meeting to discuss the issue. KBA reviewed the concept of one-hour walls. Natural and mechanical ventilation systems were discussed.
- It was resolved that window holes will be cut in the existing sheetrock and construction would be at least ten feet away from those holes until another ventilation system can be installed to replace the window holes. It was noted that the kindergarten classrooms were the main areas of concern.
- **Motion:** By Peter Dorff  
Seconded by Heather Edge  
All in favor  
To suspend the dollar limit for the change order subcommittee for a ventilation system for the kindergarten rooms in GES.

### **B. Meeting with KBA**

- Mr. Boos suggested that Griswold have a master plan for the GPS campus. Discussion was held as to whether this was the responsibility of the GSBC. It was noted that a master plan would aid in planning the traffic flow around the buildings under construction. Another outcome of the plan would be suggestions for the enhancement of the activity fields.
- Mr. Boos recommended that the rooftop equipment at GES be screened.

### **C. Action on outstanding invoices**

- **Motion:** By Heather Edge  
Seconded by John Faulise  
All in favor  
To pay Fairfield Testing Lab invoice #29-11-16 in the amount of \$2664.50 for soil and concrete inspection services from 11/2/09 to 11/21/09. (This invoice was reviewed by FIP.)
- **Motion:** By Peter Dorff  
Seconded by John Faulise  
All in favor  
To pay KBA invoice #1 (07000.08) in the amount of \$3743.70 for special inspections at GES. (This is for work from 11/6 /09 to 11/20/09.)

- **Motion:** By Heather Edge  
 Seconded by Peter Dorff  
 All in favor  
 To pay KBA invoice #1 (07000.17) in the amount of \$1900.00 for locker relocation work at GMS. (This is for work from 10/9/09 to 10/30/09.)
- **Motion:** By John Faulise  
 Seconded by Heather Edge  
 All in favor  
 To pay KBA invoice #28 (07000.02) for work for GMS in the amount of \$20,020. (This is for work from 11/21/09 to 12/21/09.)
- **Motion:** By Heather Edge  
 Seconded by Lou Rubino  
 All in favor  
 To pay the Shipman & Goodwin invoice #369725 in the amount of \$4971.37 for work on geothermal and photovoltaic grants through 11/30/09.
- **Motion:** By John Faulise  
 Seconded by Heather Edge  
 All in favor  
 To pay Dr. Clarence Welty \$640.00 for work observing foundation sub grades at GES and writing a report.
- FIP gave invoices from Enviromed and Dr. Clarence Welty to Mr. Norman to transmit to Frank Everett for action.

**D. Discussion on GMS Air Compressor/ Direct Digital Control (DDC) Issue**

- The discussion on the DDC system was tabled.

**F. Discussion on ASI#121-01 (GMS Field Lights)**

- **Motion:** By Peter Dorff  
 Seconded by John Faulise  
 To award the contract for the work on the GMS field lights to Vanzant (the lowest bidder) in the amount of \$48,600.00.

A brief discussion was held. It was noted that the field lights were functioning before the project began and the majority of the work was necessary to restore the lights. It was also noted that the GMS field is the practice field available for girl's sports.

All were in favor.

**G. Discussion on Commissioning Services**

- Mr. Boos presented a request for qualifications (RFQ) for commissioning agents. Mr. Jones noted that there were some parts of the document that needed to be reviewed by a town representative to determine if the document met town ordinances. Ms. Crouch offered to review the document.

- **Motion:** By John Faulise  
Seconded by Lou Rubino  
All in favor  
To continue to refine the RFQ document for publication.
- Discussion was held on publishing the RFQ document in the Norwich Bulletin and the Hartford Courant.

#### **V. OTHER BUSINESS**

No other business came before the committee.

#### **VI. PUBLIC FORUM**

There was no discussion during public forum.

#### **VII. ADJOURNMENT**

**Motion:** By Heather Edge  
Seconded by John Faulise  
All in favor

To adjourn the meeting at 8:37 p.m.

Minutes recorded by Elizabeth Longacre