

**GRISWOLD SCHOOL BUILDING COMMITTEE
TOWN OF GRISWOLD**

DATE: Wednesday, February 18, 2009

I. CALL TO ORDER

A regular meeting of the Griswold School Building Committee (GSBC) was held in the Griswold High School Board room. Frank Everett, Chairman, called the meeting to order at 7:00 pm.

PRESENT:	Frank Everett, Chairman	Sharon Hvizdak
	Elizabeth Longacre, Secretary	Heather Edge
	Peter Dorff	John Faulise

ABSENT:	John Taylor, Vice Chairman	Philip Anthony
	Russell Hanes	Stuart Norman
	Erik Kudlis	

ALSO PRESENT: Ania Czajkowski, Superintendent of Schools
Charles Boos, architect, Kaestle Boos Associates (KBA)
David Shopis, president, FIP Construction Inc. (FIP)
Alan McLellan, senior project manager, FIP

II. APPROVAL OF 2-4-09 REGULAR MEETING MINUTES

Motion: By Peter Dorff
Seconded by Sharon Hvizdak
All in favor
John Faulise abstained

To approve the February 4, 2008 GSBC regular meeting minutes.

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. Action on Change Orders

- Mr. McLellan presented the paperwork for the change orders, which were approved at the last meeting. The signature chain was explained. The architect, the construction manager, and the head of the GSBC sign the A1A documentation. The trade contractors, the architect, the superintendent, and the finance director sign the state documentation. One of the purposes of having a state change order is to keep the owner apprised of changes.

B. Meeting with FIP

- Mr. McLellan updated the committee on the progress at Griswold Middle School (GMS). FIP has begun working second shift on the first and third floor of the present GMS; FIP will be working second shift in GMS through April. They are working on the electrical, plumbing, and heating and ventilation systems.

- The foundation is substantially complete and work has begun on the interior footing on Building C, which is the kitchen/cafeteria area. Structural steel is complete up to the point where a turn is made between the gymnasium and the existing GMS. The area south and west of the gymnasium is completely erected and decked. The goal is to have the exterior of the building completely erected by April 1st.
- Upcoming work includes exterior framing of Buildings B and C, roofing of Buildings B and C, reroofing of the present gymnasium, and installation of the shaft that houses the piston of the new elevator. Roof repairs on the existing GMS will be done during the summer.
- The conditional structural steel of the existing gymnasium is complete. The storm piping is roughed for the new roof drains and the mechanical, electrical, and plumbing (MEP) work is ongoing. The underground MEP work in Building C will start soon.
- Mr. Boos noted that at the March 3rd plan completion test (PCT) for the new Griswold Elementary School (GES), the state would inform Griswold if a state review could be completed in 30 days. If a state review cannot be completed within 30 days, the GSBC has the option of executing the contract with Christopher Laux to review the plans. Mr. Everett asked for names of the committee members who would be attending the PCT so that he could inform the state and have the names cleared through security. Mr. Everett reminded the committee of the joint GSBC/Board of Education meeting scheduled for February 23rd to approve the new GES plans. (Approval is a necessary within the 30-day window preceding the PCT test.)
- Mr. Shopis presented the progress estimate to the GSBC and noted that it was based on KBA documents dated 12/10/08, 12/12/08, and 2/9/09 and on many conversations with KBA. Mr. Shopis noted that the construction schedule anticipates a start date in June of 2009. The project will be done in phases; Phase 1A will include utilities, hazardous material removal, structural steel, and demolition, Phase 1B will be construction of GES Buildings A and C to be completed for fall 2010, and Phase 2 be construction of Buildings B and D for the fall of 2011.
- Discussion was held on budgetary constraints and add alternates. According to bond counsel, savings from the GMS project can be transferred to the GES project with a vote of the selectman since there was one bond issue for both projects.
- The location of the various GES buildings was reviewed. It was noted that the grade of the parking lot had been raised as part of the value-engineering process. The raised parking lot was included in the plans that went to planning and zoning (P&Z).
- Mr. Faulise asked for an estimate of cost escalation if a schedule delay were to occur.
- Mr. Boos recommended that the committee ask for the local state legislators to push for special state legislation that would waive the excess area reimbursement penalty since the majority of excess area is due to energy saving measures.
- Mr. Shopis recommended that the early bid packages be awarded prior to the finalization of the guaranteed maximum price (GMP) in order to facilitate the schedule. It was noted that a timely review of the GES plans would also facilitate the schedule.
- **Motion:** By Heather Edge
Seconded by John Faulise
All in favor

To authorize Mr. Everett to consult with the selectman to hire Christopher Laux as an independent reviewer if the state cannot review the GES building plans within 30 days.

- It was noted that any utility relocation for GES would also be part of the GES early bid package.
- More discussion was held on contingency funds. Mr. Everett will contact Deborah Robinson in the Griswold finance office to determine where the GSBC stands with contingency funds.
- Mr. Everett suggested another public hearing in May. A 3-D presentation will be ready for that time. Ms. Czajkowski and Ms. Rourke, the GES principal, have seen the preliminary 3-D presentation and they were impressed.

C. Meeting with KBA

- Most items on the agenda had been discussed in the meeting with FIP. Mr. Faulise requested that Mr. Boos ensure that a revised set of GES plans be delivered to town officials in advance of the P&Z meeting on February 23rd.
- Site lines and traffic flow concerns were discussed. Mr. Faulise recommended that the committee emphasize that elementary and high school start times are staggered and traffic is controlled by school staff during drop off times.

D. Action on outstanding invoices

- An invoice from Enviromed was tabled because all charges had not yet been verified. Mr. Everett passed two more invoices (one from Enviromed and one from Testcon) to Mr. McLellan for review.

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

To pay the KBA invoice #17 (07000.02) in the amount of \$25376.22, which includes a fixed fee of \$20,020.00 for work on construction administration at GMS, a consultant expense of \$5060.00, and \$296.22 in reimbursable expenses. (This invoice is for professional services rendered from 12/16/08 to 12/31/08.)

- **Motion:** By Peter Dorff
Seconded by John Faulise
All in favor

To pay the KBA invoice #7 (07000.01) in the amount of \$151,313.48 for construction documentation work for Griswold Elementary School (GES). This includes a fixed fee of \$150000, a consultant expense of \$1081, and \$232.48 in reimbursable expenses. (This invoice is for professional services rendered from 12/16/08 to 12/31/08.)

V. OTHER BUSINESS

- Mr. Everett noted that the GSBC budget for the coming year is \$2000, which is down from \$3500.
- The town hall is now storing data on thumb drives instead of external hard drives. A thumb drive will be purchased by the GSBC for storage of GSBC records.
- Mr. Everett reported that the selectman had approved the contract for the Shipman and Goodwin energy grant consultants.
- Mr. Everett will soon put out an agenda for the special meeting on February 23, 2009.

VI. PUBLIC FORUM

There were no comments from the public.

VII. ADJOURNMENT

Motion: By Heather Edge
Seconded by Sharon Hvizdak
All in favor

To adjourn the meeting at 8:38 p.m.

Minutes recorded by Elizabeth Longacre