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GRISWOLD SCHOOL BUILDING COMMITTEE TOWN OF GRISWOLD

DATE: Wednesday, September 2, 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 7:03 pm.

PRESENT: Frank Everett, Chairman John Taylor, Vice Chairman
Elizabeth Longacre, Secretary Stuart Norman, 2nd Vice Chairman
Heather Edge Sharon Hvizdak
Lou Rubino John Faulise
Erik Kudlis Peter Dorff

ABSENT: Philip Anthony

ALSO PRESENT: Paul Freeman, superintendent of Griswold Public Schools (GPS)
Thanh Nguyen, Griswold Middle School (GMS) Principal
Peter Zvingilas, Griswold Building Inspector (8:02 p.m.)
Kevin Boyle, project executive, FIP Construction Inc. (FIP)
Alan McLellan, senior project manager, FIP
Philip Rees, project manager, FIP
Charles Boos, architect, Kaestle Boos Associates (KBA)

II. APPROVAL OF 8-19-09 REGULAR MEETING MINUTES

Motion: By Heather Edge
Seconded by Sharon Hvizdak
All in favor
John Faulise and John Taylor abstained

To approve the August 19, 2009 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 reviewed the executive summary of August GMS progress report. (Mr. Everett will forward an electronic copy to committee members.) The project directory has been updated with the new superintendent's name. Mr. McLellan noted that the project is on track for the scheduled completion date and briefly reviewed the cost tracker. Mr. Boyle noted that the project is seventy percent complete and there is still \$606,832 left in the construction manager's (CM) contingency fund and approximately \$485,000 left in the owner's contingency fund. Mr. Boyle stated that, at this point, FIP is comfortable releasing

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approximately \$300,000 of the CM contingency fund. Mr. Dorff will check with the new finance director to find out how that would work.

- Mr. McLellan said that the outside work at GMS is ongoing. Windows are being installed in Buildings B and C. Dehumidification has been terminated and the buildings will be weather tight soon. In Buildings B and C, the vinyl composition tile (VCT) floors are down and painting and millwork is being done on the second and third floors. The elevators in Buildings B and C have been installed.
- Mr. Rees briefly reviewed the work at Griswold Elementary School (GES). (Mr. Everett will forward an electronic copy of the GES August progress report to committee members.) The parade ground has been fenced, the soil has been stripped, and the storm water management system is being installed. The utility relocation is complete and the egress improvements have been finished. The new entry drive has been completed to a point that it can be used this fall. Upcoming work includes the relocation of the trailer compound to the parade ground.
- Mr. Boyle reviewed three bids for GES. FIP is recommending the low bidders for these three bids.

Motion: By John Taylor
Seconded by Sharon Hvizdak
All in favor

To award bid package 10.05 for the music library storage system to Northeast Interiors in the amount of \$32,275.

Motion: By John Taylor
Seconded by Heather Edge
All in favor

To award bid package 11.02 for the stage curtains and rigging to Walter Specialties in the amount of \$17985.86.

Motion: By John Taylor
Seconded by Sharon Hvizdak
All in favor

To award bid package 11.03 for gymnasium equipment to CB Seating in the amount of \$46,810.

- Mr. Everett noted that FIP had offered excess manhole covers to the selectmen for use by the town and that Todd Babbitt had retrieved those covers. FIP noted that the fire marshal had shown an interest in the old GMS fire alarm system for use by the town.
- Discussion was held on the condition of the grounds at GES. Discussion was held on the distance the fence should be away from the curb on the high school/middle school corner of the parade ground. Discussion was held on appropriate signage for the parade ground corner.
- FIP presented a proposal to move up the construction schedule for the foundation wall on the west side of GES. This would allow for the early installation of many key utilities. A change of the fence location would be required. Discussion was held on noise issues. The construction would not be closer than some of the construction that was done at GMS while

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school was in session. The most distracting noise would come during concrete placement operations. The option of Saturday or second shift pours was discussed. John Faulise will work with FIP to address any concerns that Planning and Zoning (P&Z) might have about the schedule change. Mr. Freeman will write a letter to FIP in support of the schedule change.

Motion: By John Taylor
Seconded by Sharon Hvizdak
All in favor

To accept the proposal of moving up the construction schedule as outlined by FIP.

B. Meeting with KBA

- Mr. Boos noted that the information from the four GMS proposals that were approved at the last meeting had been gathered and sent to FIP for pricing. Issues related to the location of the propane tanks might require a special meeting of the change order committee. FIP commended the GPS custodial staff on the excellent work in preparation for the start of the school year.
- It was noted that the company that was supplying the photovoltaic (PV) panels for the GES roofing contractor has been absorbed by another company. The roofing contractor is proposing a different system. Mr. Faulise stated that any review cost should be born by the contractor. Mr. Boos recommended getting an opinion from the state on accepting the proposal as an add alternate or rebidding the system. Discussion was held on replacement panels. If the GSBC wants to stay with the system that was originally proposed, FIP would like to know soon so that the PV panels can be ordered.

C. Action on outstanding invoices

- Mr. Everett transferred several invoices to FIP for review.
- **Motion:** By Heather Edge
Seconded by Sharon Hvizdak
All in favor

To pay the Shipman & Goodwin invoice #363002 in the amount of \$1709.50 for work completed through 7/31/09.

- **Motion:** By Stuart Norman
Seconded by Sharon Hvizdak
All in favor

To approve the application and certificate for payment for work completed at GMS by FIP (application # 08-003.17 which KBA has reviewed) in the amount of \$1,965,286.00. This is for work completed through 8/31/09.

- **Motion:** By John Taylor
Seconded by Sharon Hvizdak
All in favor

To approve the application and certificate for payment for work completed at GES by FIP (application # 09-001.03 which KBA has reviewed) in the amount of \$222,267.00. This is for work completed through 8/31/09.

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- **Motion:** By Heather Edge
Seconded by Sharon Hvizdak
All in favor
To pay KBA invoice #14 (07000.01) for work on GES in the amount of \$14,553.00. (This is for work on the construction administration phase from 7/22/09 to 8/21/09.)
- **Motion:** By Heather Edge
Seconded by Sharon Hvizdak
All in favor
To pay KBA invoice #24 (07000.02) for work on GMS in the amount of \$20,709.70. (This is for work on the construction administration phase from 7/22/09 to 8/21/09.)
- **Motion:** By Heather Edge
Seconded by Sharon Hvizdak
All in favor
To pay KBA invoice #6 (07000.09) for work on GMS for special inspections in the amount of \$1,750.00. (This is for structural engineering work from 7/11/09 to 8/14/09.)

D. GES Commissioning Discussion

It was noted that the GSBC had asked for paperwork indicating the approximate cost of commissioning different sections of GES. Discussion on this topic was tabled.

E. Correspondence and Proposal Discussion

- Mr. Freeman signed four copies of change order #4 for state project 058-02034 EA/RR. Mrs. Longacre was asked to take the documents to Barbara Crouch, the new Griswold Finance Director, for signature. One copy will be sent to the state, one copy will remain with the finance office, and two copies will be returned to Mr. Everett (Mr. Everett will return one copy to FIP.)
- Mr. Freeman reviewed the items on the GMS Furniture, Fixtures, and Equipment (FF&E) list with the committee. He noted that GMS will be getting more new monitors than computers; most of the computers from GMS will remain in use. The new monitors maximize space and allow for energy efficiency. Each grade level will have one set of microscopes to share between teams. The pallet jack and scissor lift allow for a more effective use of custodial staffing hours. Mr. Freeman reviewed the expenses for the technology curriculum and many committee members voiced support for the technology curriculum at the middle school level. Cafeteria tables are being reused; some new tables are being purchased to support the additional GMS population.

V. OTHER BUSINESS

- Mr. Everett noted that there will be a joint meeting of the GSBC and the Board of Education (BOE) at 6 p.m. on September 14, 2009 to approve the FF&E list before the FF&E list is presented to the Bureau of School Facilities (BSF) for approval on 9/16/09.

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VI. PUBLIC FORUM

- Mr. Nguyen expressed thanks to the committee, to FIP, and to KBA for the work done on GMS.
- Mr. Zvingilas noted that the Certificate of Occupancy (CO) for the alterations on Building A at GMS had been approved.
- Mr. Zvingilas asked about the committee's decision on the change to Phase 2 of the GES construction project. Mr. Everett said that the committee supported the change. Mr. Zvingilas will not be able to make the September 14th Planning and Zoning (P&Z) meeting. Mr. Faulise, Ms. Hvizdak, and FIP plan to attend that meeting in order to address concerns that the P&Z committee might have about the timing of the Phase 2 change.
- Mr. Zvingilas reminded the committee members that they would need to submit a letter to the First Selectman asking for reappointment after the November election.

Executive Session

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

To go into executive session for the purpose of discussing contract negotiations and to invite Paul Freeman into the session.

The committee came out of executive session at 9:31 p.m.

Motion: By John Taylor
Seconded by Sharon Hvizdak
All in favor

To appoint Stuart Norman, John Faulise, and Peter Dorff to a subcommittee to hold contract discussions with Charles Boos.

Ms. Hvizdak asked about the possibility of getting water to the science classroom on the gold team in Building A in GMS. Mr. Freeman will look into that issue.

VII. ADJOURNMENT

Motion: By Stuart Norman
Seconded by John Faulise
All in favor

To adjourn the meeting at 9:38 p.m.

Minutes recorded by Elizabeth Longacre