

DRAFT MINUTES

Members Present: Randy Walikonis, Chris Kueffner, Madison Day, Rich Weyel, Steve Ferrigno, Kathy Ward, Toni Moran, Mary deVecchis, Chris McNaboe, Peter Dart, Ryan Aylesworth

Staff Present: Allen Corson, Director of Facilities Management; Charmaine Bradshaw-Hill, Director of Finance; Bill Trietch, Deputy Director of Facilities Management

Guests: Adam Levitus (Colliers International), Scott Pellman (Colliers International), Jeff Brown (TSKP Studio), Al Howat (Newfield Construction)

1. CALL TO ORDER

Meeting called to order at 4:06PM by Chairman Randy Walikonis.

2. APPROVAL OF 09/22/2022 MEETING MINUTES

Ms. deVecchis **moved** to approve the minutes of the September 22, 2022 regular meeting. Mr. Ferrigno seconded the motion.

The motion **passed** with Mr. Weyel abstaining from the vote.

3. OPPORTUNITY FOR PUBLIC INPUT

None

Ms. Day joined the meeting

4. CONTRACTOR UPDATE

Mr. Howat shared aerial and ground level photos of the site, pointing out the progress of the main parking lot, bus loop, ball fields, detention basin, buffer trees, plantings, and solar panels.

Ms. Moran joined the meeting

Mr. Howat then shared building interior photos and provided updates on the status of the flooring, main stairs, ceilings and main entrance lobby. Lastly, Mr. Howat gave an update on the procurement log which included the digital wall covering, parts for the generator, skylights and exterior lights.

Mr. Weyel left the meeting

5. ARCHITECT UPDATE

Mr. Brown spoke to the Committee about items on the Site Observation Reports. The Committee discussed the ground face block in the gymnasium and the art classroom rough opening.

6. OPM UPDATE

Mr. Levitus spoke to the Committee about the overall progress of the building and site and stated that the project is approximately 85% complete. He then went on to discuss the four key areas that are being tracked which are: site exterior, general completion of the building interior, the flooring, and the mechanical items. The Committee discussed concrete, pipes and structural concerns.

7. POTENTIAL CHANGE ORDER / PROCUREMENT REVIEW AND APPROVAL

Mr. Kueffner made a **motion** to approve Nunes Change Order 3 in the amount of a credit of \$27,140.03 for reconciled project quantities and costs, including traffic person time not needed for the work. Ms. deVecchis seconded the motion.

The motion **passed** unanimously.

Mr. Ferrigno made a **motion** to approve PCO-117R2 dated 10-11-2022 in the amount of \$1,666.86 for additional concrete and bollard modifications at the loading dock. Ms. deVecchis seconded the motion.

The motion **passed** unanimously.

Mr. Ferrigno made a **motion** to approve PCO-118 dated 10-11-2022 in the amount of \$1,840.30 for cutting steel clips in the administration suite. Ms. McNaboe seconded the motion.

The motion **passed** unanimously.

Ms. McNaboe made a **motion** to approve PCO-119 dated 10-11-2022 in the amount of \$2,280.30 for an alternative access control mount due to supply chain issues. Mr. Ferrigno seconded the motion.

The motion **passed** unanimously.

Ms. McNaboe made a **motion** to approve PCO-120 dated 10-11-2022 in the amount of \$653.72 for a different key box per Fire Marshal request. Ms. deVecchis seconded the motion.

The motion **passed** unanimously.

Ms. Day left the meeting

Ms. McNaboe made a **motion** to increase the Langan purchase order #22004082 from \$70,000.00 to \$77,182.50 for hazardous materials monitoring and testing due to discovered conditions. Mr. Kueffner seconded the motion.

The motion **passed** unanimously.

Ms. McNaboe made a **motion** to:

- Award concrete coring to Concrete Coring Company in the amount of \$1050.00.
- Award concrete core testing services, including petrographic testing, to American Petrographic Services in the amount of \$5,550.00.
- Award concrete core analysis services to Hoffman Architects on a Time and Material basis for an amount not to exceed \$5,000.00.
- Authorize Colliers to conduct concrete core sample coordination and shipping, utilizing Colliers' existing reimbursable expenses PO for shipping costs not to exceed \$150.
- Authorize the SBC Chair to negotiate and approve a PCO for core hole repair services through Newfield Construction for an amount not to exceed \$1000.00

Mr. Ferrigno seconded the motion.

The motion **passed** unanimously.

Ms. McNaboe made a **motion** to approve the Task Order Assignment from Connecticut Water Services, Inc. – to be performed by Weston and Sampson – for water quality review and assessment services on a Time and Expense basis for an amount not to exceed \$33,075.00 (subject to confirmation from the design team that the services align with the new school systems as design). Mr. Ferrigno seconded the motion.

The motion **passed** unanimously.

8. REVIEW AND APPROVAL OF PROJECT INVOICES

Ms. deVecchis made a **motion** to approve supplemental invoice packet dated 10-13-2022 including invoices from Arborist Tree Care Services, Langan, ProSystems, Red Thread, and WB Meyer in the amount of \$64,385.48 and Nunes' Application for Payment #4 in the amount of \$91,518.94 for a total Approval of \$155,904.42. Ms. McNaboe seconded the motion.

The motion **passed** unanimously.

9. ADJORNMENT

Mr. Kueffner **moved** to adjourn the meeting at 6:02PM. Ms. McNaboe seconded the motion.

The motion **passed** unanimously.

Respectfully Submitted,

Tasha N. Smith
Executive Assistant, Town Manager's Office