

DRAFT MINUTES

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

Members Absent: Toni Moran

Staff Present: Allen Corson, Director of Facilities Management;

Guests: Adam Levitus (Colliers International), Scott Pellman (Colliers International), Ken Guyette (Colliers International), Jeff Brown (TSKP Studio), Ryszard Szczypek (TSKP Studio), Al Howat (Newfield Construction), Brian Ouellette (President, Newfield Construction), Stephen Buccheri (General Manager, Newfield Construction), Lauren Rodriguez (Principal, Mansfield Elementary School)

1. CALL TO ORDER

Meeting called to order at 4:03PM by Chairman Randy Walikonis.

2. APPROVAL OF 10/13/2022 MEETING MINUTES

Ms. deVecchis **moved** to approve the minutes of the October 13, 2022 regular meeting. Ms. Ward seconded the motion.

The motion **passed** unanimously.

3. OPPORTUNITY FOR PUBLIC INPUT

None

4. CONTRACTOR UPDATE

Mr. Howat shared aerial photos of the site pointing out the progress of the parking lot, sidewalks, softball field, detention basin, and plantings. He then shared ground level photos pointing out the progress of the grass seeding, installation of the playground equipment, exterior lighting, and building exterior. Lastly he shared interior photos pointing out the progress of the classrooms, corridors, ceilings, toilet rooms, and flooring.

Mr. Howat went over the procurement log and gave updates on the status of the exterior lights, skylights, wall coverings and generator.

The Committee discussed the overall project, substantial completion date, and construction concerns with Mr. Ouellette and Mr. Buccheri.

5. ARCHITECT UPDATE

Mr. Szczypek spoke to the Committee about his concerns regarding the completion of the project. Mr. Brown spoke to the Committee about the site visit reports.

The Committee discussed the overall project with Mr. Szczypek and Mr. Brown.

6. OPM UPDATE

Mr. Levitus spoke to the Committee about the information in the weekly progress reports and gave updates on the status of the flooring, mechanical systems, and overall building completion work.

7. POTENTIAL CHANGE ORDER / PROCUREMENT REVIEW AND APPROVAL

Mr. Kueffner made a **motion** to approve PCO-116R dated 10-26-2022 in the amount of \$26,982.27 for the removal and disposal of discovered asbestos at the recently-demolished Southeast Elementary per CCD-9. Mr. Weyel seconded the motion.

The motion **passed** unanimously.

Ms. deVecchis made a **motion** to approve PCO-122 dated 10-21-2022 in the amount of \$29,028.22 for modified toilet partitions/door heights. Ms. McNaboe seconded the motion.

The motion **passed** unanimously.

Ms. deVecchis made a **motion** to approve PCO-125 dated 10-25-2022 in the amount of \$1,566.16 for 6" aluminum sign letters in lieu of the 8" specified. Mr. Weyel seconded the motion.

The motion **passed** unanimously.

Ms. deVecchis made a **motion** to approve PCO-126 dated 10-26-2022 in the amount of \$492.80 for filling core holes taken for owner testing. Ms. McNaboe seconded the motion.

The motion **passed** unanimously.

Ms. McNaboe made a **motion** to approve PCO-127 dated 10-26-2022 in the amount of \$638.00 for alternative toilet paper dispensers. Ms. deVecchis seconded the motion.

The motion **passed** unanimously.

Ms. McNaboe made a **motion** to increase IMTL purchase order #22001016 by \$25,000.00 to \$190,000.00 for ongoing material testing services. Ms. Ward seconded the motion.

The motion **passed** unanimously.

Ms. deVecchis made a **motion** to approve PSI quote 20157-S1 in the amount of \$902.00 under purchase order # 22002895 for ongoing library furniture storage. Mr. Weyel seconded the motion.

The motion **passed** unanimously.

8. EXECUTIVE SESSION PURSUANT TO CGS §1-200(6) AND §1-210(B) FOR DISCUSSION OF CONTRACT REVISIONS AND PENDING CLAIMS DUE TO PROJECT DELAYS

At 6:11PM, Ms. deVecchis **moved** to enter into executive session and invite to the session Town Manager Ryan Aylesworth, Superintendent of Schools Peter Dart, and Owner's Project Managers Scott Pellman, Adam Levitus, and Ken Guyette, for the purpose of discussing contract revisions and pending claims due to project delays, in accordance with CGS §1-200(6) and §1-210(b). Mr. Kueffner seconded the motion.

The motion **passed** unanimously.

The executive session concluded and the Committee reconvened in open session at 6:51PM.

9. (COMBINED WITH AGENDA ITEM #8)

10. POSSIBLE ACTION ON CONTRACT REVISIONS

Ms. deVecchis made a **motion** to approve an increase in TSKP's construction administration services under PO #76131 from September through December 2022 for an amount of \$92,548 subject to the provisions of Amendment Number 008 dated October 11, 2022. The remaining services and fees proposed by TSKP in Amendment 008 are not approved at this time. Subsequent authorizations for funds or services must be separately submitted and reviewed. Mr. Kueffner seconded the motion.

The motion **passed** unanimously.

11. REVIEW AND APPROVAL OF PROJECT INVOICES

Ms. deVecchis made a **motion** to approve supplemental invoice packet dated 10-27-2022 including invoices from Atlantic, CES, CCC, Colliers Project Leaders, IMTL, Red Thread, TSKP, and Weston & Sampson in the amount of \$127,154.02 and Newfield's Application for Payment #17 in the amount of \$1,667,625.96 for a total Approval of \$ \$1,794,779.98. Ms. Ward seconded the motion.

The motion **passed** unanimously.

12. ADJORNMENT

Ms. Ward **moved** to adjourn the meeting at 6:58PM. Ms. deVecchis seconded the motion.

The motion **passed** unanimously.

Respectfully Submitted,

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