

Holland Hill School Building Committee
Final Minutes: Thursday October 13, 2016
Location: Holland Hill School

Members present: Tom Quinn, Bill Manderville, Jason Li, Tom Dubrosky, Joe Michelangelo, Harry Ackley

Members Absent: Nick Aysseh

Others Present: Gerald Foley, George Katinger, Brian Stone, Peter Manning, Chuck Warrington, Laura Cretella, Alex Durrell, Sal Morabito

1) Opening-- Pledge of Allegiance
At 7:00 PM, Chairman Quinn called the meeting to order with the Pledge of Allegiance.

2) Approve Past Minutes
Chairman Quinn presented past minutes from the following meetings for approval:
4/21/2016
5/19/2016
6/9/2016
6/30/2016
7/28/2016
8/25/2016
9/8/2016

Mr. Quinn asked for any changes to the above minutes, and not hearing any, the minutes were unanimously approved as written.

3) Approve Invoices
Chuck Warrington of Colliers, Inc. presented the invoices to date for approval.
Chairman Quinn asked for an explanation of the invoice item for Walter G. Stapleton. Sal Morabito explained that Walter G. Stapleton is an environmental consultant, and that the charge was for the necessary environmental approval process for the installation of the 2 portable classrooms.

Jason Li moved to pay the invoices as presented.
Joe Michelangelo seconded the motion, which carried unanimously.

4) Financial Status
Mr. Warrington presented the Financial Status report. At this time, the project is proceeding "in very good shape" financially.

5) Approve change in Architect Contract

As discussed and agreed upon informally at the last meeting, the committee considered and voted upon the following change to the contract with Kenneth Boroson Architects (KBA): Two consulting firms of Frederick P. Clarke, traffic consultants and Woodard and Curran, environmental consultants, will be hired and administered as part of the committee's contract with KBA. Necessary funds in the amounts of \$17, 290 (Clarke) and \$40,901 (Woodard & Curran) to be budgeted to KBA, as reflected in the current project accounting statement.

Mr. Michelangelo so moved.

Tom Dubrosky seconded the motion, which carried unanimously.

6) Status of Portables

Mr. Morabito reports that the final items have been completed and building inspectors are due to come through on Monday, 10/17/2016 with a final inspection. No problems are anticipated and he expects the final CO to be approved following this inspection.

Discussion followed about a subject to be addressed outside of a public forum, as a matter of school security.

7) Activities Accomplished

Chairman Quinn reported that several informational meetings have taken place with the Fire Department, Fire Marshall, Conservation Department, Police, Teachers, PTA, First Selectman and Central Office.

Principal Laura Cretella reported that both the teacher and PTA meetings were successful and the project has received overwhelmingly positive feedback.

8) Current Update on Process

George Katinger of KBA reported that the schematic design drawings (SDs) are completed. This is a set of 50 drawings describing the scope of the project in some detail. Next steps will be for the estimating teams from KBA and Colliers to use the SDs to begin the estimate process.

The next scheduled meeting for 10/27 is likely to be cancelled. Regarding the November meeting, Chairman Quinn asked those present about moving the date of November's meeting to 11/17/2016. The committee members present signified their availability.

Regarding the project timetable: The project is on schedule.

9) New Business

Mr. Michelangelo shared that he has been hearing positive feedback from the community.

10) Public Comment

None

11) Adjournment

Mr. Michelangelo moved to adjourn.

Jason Li seconded the motion, which carried unanimously and the meeting was adjourned at 7:24 PM.

Respectfully Submitted,

Nancy Gardiner,
Recording Secretary