

## Riverfield School Building Committee Meeting Minutes

A regular meeting of the Riverfield School Building Committee was held on Thursday, January 15, 2015 at 7:30pm in the Riverfield School Library Media Center.

Members Present:

---

Tom Quinn, Chair	Lawrence Ratner, Secretary	
Harry Ackley	Dan Graziadei	
Bill McDonald	Maureen Sawyer	Pam Iacono, RTM Liaison

Members Absent:

---

Christine Messina, Vice Chair	John Shaffer	
Scott Thompson		Marc Patten, BOE Liaison

Also Present:

Brian Stone: Ken Boroson Architects; Nick Conti: Gilbane Building Company; Marc Sklenka, Chuck Warrington: Strategic Building Solutions; Judy Ewing: Liaison from the office of the First Selectman

**1. OPENING**

Mr. Quinn called the meeting to order at 7:34pm.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVE MINUTES FROM 12-2-2014**

Minutes approved as submitted.

**4. INVOICE REVIEW AND APPROVALS WITH FINANCIALS**

**Motion made** by Ms. Sawyer

To approve the following invoices:

Payer Service	Invoice Date Invoice #	Amount
Gilbane	12/31/14	
Professional Services	16	\$762,359.83
Kenneth Boroson Architects	1/12/15	
Professional Services	3308	\$13,331.02
Strategic Building Solutions	12/29/14	
Professional Services	13263	\$12,445.57
Van Zelm (Cx)	11/21/14	
Professional Services	40316	\$1,630.80
Van Zelm (CTHPB)	11/21/14	
Professional Services	40317	\$1,425.00
Van Zelm (Cx)	12/17/14	
Professional Services	40445	\$1,223.10

Payer Service	Invoice Date Invoice #	Amount
Van Zelm (CTHPB) Professional Services	12/17/14 40446	\$855.00
Walter G. Stapleton Site Review/Monitoring	1/2/15 3	\$1,080.00
Test-Con Materials Testing Laboratory	12/30/14 8260	\$4,956.00

Motion seconded by Mr. Ackley.

**Motion carried 6:0:0**

**5. REVIEW/APPROVE RECOMMENDED ADD ALTERNATES and**

**6. APPROVE OUT OF SCOPE CHANGES**

Mr. Quinn referred to a SBS document dated January 15, 2015 listing two Change Orders (PCI):

PCI 11	Additional piping	\$16,517.00
PCI 12	Temporary egress modification	\$ 4,604.00

and three Add Alternates (Alt):

Alt 6	Ceramic Wall Tile in single occupancy bathrooms	\$15,833.36
Alt 7	Paint existing classrooms	\$30,683.96
Alt 8	New wall cabinet storage	\$18,563.25

In response to Mr. Quinn, Mr. Sklenka reviewed the contingency funds and thought the resulting balance of \$626,298.43 in the Owner's contingency would be adequate.

In response to Ms. Sawyer, the third item on the document "Potential Change Orders" was explained. They included temporary space for the PE teacher and custodians, but were not being acted on tonight. To confirm the cost was reasonable, Mr. Graziadei asked for details on the piping.

**Motion made** by Mr. Ratner

To approve Add Alternates #6, #8, and #9 in the amount of \$65,080.57 as described in SBS document dated January 15, 2015.

Motion seconded by Ms. Sawyer.

**Motion Carried 6:0:0**

**Motion made** by Ms. Sawyer

To approve Change Order PCI # 11 and #12 in the amount of \$21,121.00 as described in SBS document dated January 15, 2015.

Motion seconded by Mr. McDonald.

**Motion Carried 6:0:0**

**7. REPORT OF C/M CONTINGENCY AUTHORIZATIONS**

Mr. Warrington explained a work to precede order can be authorized for any work priced under \$20,000. Committee approval is needed for requests over \$20,000. Mr. Sklenka explained and reviewed the *Contingency Status Report* focusing on the status column.

**8. ACTIVITIES/SCHEDULE CURRENT – UPCOMING**

Mr. Conti advised the project is on time with the site excavation on the west side done and the smaller north side to begin soon. Steel delivery is expected on February 23, 2015. Mr. Warrington added the storage room slab was demolished and successfully abated, a modified egress was installed, lighting was enhanced and compaction and concrete test results were good.

**9. SIGNIFICANT ISSUES**

Mr. Quinn advised a heater in the temporary gym space has failed two times. Mr. Conti described the steps being taken to address the problem including a temporary procedure until a wireless unit is installed.

Mr. Conti and Mr. Warrington among others went door to door in the Hunter Road neighborhood to canvass neighbors and direct them on how concerns are best addressed. They handed out their business cards and reported they didn't learn of any concerns. Ms. Sawyer had heard of one concern and suggested the person either attend a committee meeting or email Mr. Quinn.

**10. ANNUAL MEETING SCHEDULES**

**FULL COMMITTEE** – The schedule was sent to all members and is posted on the town's website.

**CONSTRUCTION MEETINGS** – Mr. Quinn and Ms. Messina will normally attend these meetings with another committee member attending in their absence.

Mr. Sklenka and Mr. Warrington recommended creating a finance subcommittee. Ms. Iacono added forming a finance subcommittee is standard operating procedure in this town. At this point Mr. Quinn prefers the whole committee to review costs but will revisit the recommendation if the process becomes cumbersome.

**11. ADJOURNMENT**

Motion made to adjourn by Mr. Ratner and seconded by Mr. Graziadei.

Mr. Quinn adjourned the meeting at 8:15pm.

Respectfully Submitted,

Kathleen C. Grande  
RSBC recording secretary