

# Riverfield School Building Committee Meeting Minutes

A Special Meeting of the Riverfield School Building Committee was held on Thursday, December 10, 2015 at 7:30 pm in the Riverfield School LMC.

**Members Present:**

Tom Quinn, Chair                      Christine Messina, Vice Chair              Lawrence Ratner, Secretary  
Bill McDonald

**Members Absent:**

Harry Ackley                      John Shaffer                      Pam Iacono, RTM Liaison  
Dan Graziadei                      Scott Thompson                      Marc Patten, BOE Liaison  
Maureen Sawyer

**Also Present:**

George Katinger: Ken Boroson Architects; Peter Manning, Nick Conti: Gilbane Building Company; Chuck Warrington: Colliers International; Sal Morabito: FPS Manager of Construction, Security and Safety; Brenda Anziano: Riverfield Principal; Judy Ewing: Liaison from the office of the First Selectman

**1. OPENING - PLEDGE OF ALLEGIANCE**

Mr. Quinn called the meeting to order at 7:43 pm.

**2. STATUS OF PROJECT – EXPECTED TIMETABLE/BUDGET AND CONTINGENCIES**

Mr. Warrington advised we should have occupancy certificates soon. Meyers is coming in Saturday to move the classrooms currently in the portables to the pod as well as rooms 2, 3, 4 and 5. Those rooms will be vacant for a little bit. Room 5 will be used to store the contents of the trailer and conex boxes. Some of the contents in the front of the APR are going to room 8. The project is coming to an end with just some change orders and the punch list remaining. Mr. Conti added there were plumbers here earlier changing out the faucets and are now electricians onsite doing the IT change order work.

Mr. Quinn summarized the budget. The Owner’s contingency is projected to end \$46K unfavorable but taking into account savings on the soft costs the projected project balance will be \$13K favorable. \$30K was released for financing and bond origination and \$40K is still being held based on previous bond experience.

Mr. Conti reviewed the CM contingency. After factoring in current change orders and the shared savings the account balance stands at \$56K. Gilbane wants to hold that amount and Mr. Quinn agreed.

In response to Mr. Ratner, Mr. Quinn said all the change orders have been accounted for in the budget balance. Mr. Conti advised the faucets weren't working correctly and Stewart Mechanical and the CM contingency shared the replacement cost. Mr. Quinn remarked only the items marked "deferrable" in the Contingency Status Report are not in the budget balance.

### 3. APPROVE INVOICES

Mr. Warrington had available copies of the Owners' Project Manager Report dated 12/10/2015 and reviewed the invoices. Mr. Quinn received confirmation all invoices are within the budget. In response to Mr. Quinn, Mr. Conti advised there is a plan to close Van Zelm open items and will have an update and closure schedule for the January 2016 meeting.

#### Motion made by Mr. Ratner

To approve the invoices as listed on the Colliers 12/10/2015 OPM Report in Section III-A with the corrected amount for Gilbane:

<b>Payer Service</b>	<b>Invoice Date Invoice #</b>	<b>Amount</b>
Gilbane Professional Services	11/30/15 27	\$381,344.24
SBS dba Collier Professional Services	12/01/15 14827	\$6,511.88
Van Zelm Engineers Professional Services-Cx	12/08/15 41618	\$10,814.00
Van Zelm Engineers Professional Services-CTHPB	12/08/15 41619	\$855.00
Kenneth Boroson Architects Professional Services	12/08/15 3491	\$9,802.63
Auto Home Commercial Electronic Systems Professional Services	11/30/15 13500	\$340.22
Telserv Professional Services	11/30/15 27368	\$763.27
W.B. Meyers Professional Services	09/30/15 COM-623-15-10	\$125.00
W.B. Meyers Professional Services	10/30/15 COM-623-15-11	\$125.00
Walter G. Stapleton Professional Services	11/03/15 5	\$630.00

Motion seconded by Ms. Messina

**Motion carried 4:0:0**

#### 4. APPROVAL OF CHANGE ORDERS

Mr. Warrington described the change orders. OS-0099 is to replace a unit that was demolished in the APR renovation. OS-0100 and OS-0104 are IT work to upgrade the teacher workstations (VGA and HDMI cabling). The speaker work is a direct PO to the vendor. Ms. Messina received confirmation the speakers would provide for announcements to be heard in the gym and other dead spaces.

**Motion made** by Ms. Messina

To approve Change Orders OS-99, 100, 101, 104 and as well as the change order for additional speakers throughout the building:

PCI#	Description	Amount
OS-0099	Add valves for hot water circulation	\$6,867.00
OS-0100	Bulletin #15 – POD IT work (4Classrooms)	\$15,510.00
OS-0101	Bulletin #16 – Valcom work in Phase 1 existing classrooms	\$4,311.00
OS-0104	Bulletin #15 – POD IT work (3 Classrooms)	\$11,767.00
	Additional speakers throughout the building (Auto Home Commercial Electronics)	\$9,600.00

Motion seconded by Mr. Ratner

**Motion carried 4:0:0**

**Motion made** by Ms. Messina

To approve Change Order OS-0103:

PCI #	Description	Amount
OS-103	Change wiring to EV charging station	\$1,427.00

Motion seconded by Mr. Ratner

**Motion carried 3:1:0 (Ratner)**

#### 5. AUTHORIZE AS BUILT DRAWINGS

Mr. Warrington explained \$25,000 is encumbered in the budget for this part of the project and the As Built documents will include change orders and field conditions. Mr. Katinger described what KBA would provide: PDFs, hard copy CAD files.

**Motion made** by Ms. Messina

For Kenneth Boroson Architects to proceed with preparing As Built documents

Motion seconded by Mr. Ratner

**Motion carried 4:0:0**

#### 6. DISCUSS 2016 MEETING SCHEDULE

Mr. Quinn distributed a new tentative schedule for 14 meeting dates through December 2016. In response to Mr. McDonald, Mr. Quinn advised one date, 03/22/15, was changed from the original tentative schedule.

**Motion made** by Ms. Messina

To approve the tentative meeting schedule for 2016

Motion seconded by Mr. Ratner

**Motion carried 4:0:0**

Ms. Ewing provided Mr. Quinn instructions on how to disband the committee.

## **7. ELECT OFFICES FOR 2016**

**Motion made** by Ms. Messina

To nominate Tom Quinn for Chairperson

Motion seconded by Mr. Ratner

**Motion carried 4:0:0**

**Motion made** by Mr. Quinn

To nominate Christine Messina for Vice Chair

Motion seconded by Mr. Ratner

**Motion carried 4:0:0**

**Motion made** by Mr. Quinn

To nominate Lawrence Ratner for Secretary

Motion seconded by Ms. Messina

**Motion carried 4:0:0**

## **8. ADJOURN**

Mr. Ratner made a motion to adjourn.

Seconded by Ms. Messina.

Mr. Quinn wished all a very nice holiday and adjourned the meeting at 8:20 pm.

Respectfully Submitted,

Kathleen Grande

RSBC Recording Secretary