

**Osborn Hill School Building Committee  
Meeting Minutes - Final**

May 21, 2015

Osborn Hill School Gymnasium

Stillson Road

Fairfield, CT

7:00 p.m.

Members Present: Kim Marshall (Chair), Brett Bader, Steve White, Susie Cardona, Bill Dunn

Others Present: Sal Morabito, Bill Silver (Architect) Larry Secor (OCR), Frank Arnone (Principal), Joseph Palmer (RTM – Liaison)

Call to Order:

Ms. Marshall called the meeting to order at 7:15 p.m. and asked if there were questions or comments.

Mr. Secor stated that an error had been found in the September 18, 2014 minutes, which had misstated the amount for the Proposed Change Order #2. The correct amount is \$12,756.38. The Recording Secretary was asked to make the correction on the minutes and to distribute the revised minutes.

A motion to request a correction, approval, and distribution of September 18, 2014 minutes was made by Mr. Dunn. Ms. White seconded the motion.

The Motion passed unanimously 5:0

It was also noted by Mr. Secor that the Minutes for December 18 and December 30 meetings although approved had not been submitted by the committee.

A motion to re-approve the December 18 and December 30, 2014, Minutes was made by Mr. Dunn. Mr. Bader seconded the motion.

The motion passed unanimously 5:0

A motion to approve the March 19, 2015 Minutes was made by Mr. Dunn. Mr. White seconded the motion.

The motion passed unanimously, 5:0

A motion to approve the April 16, 2015 minutes was made by Mr. Dunn. Ms. Cardona seconded the motion.

The motion passed unanimously, 5:0

## Approval of Invoices

1. Gennarini Application and Certification for Payment (ADP) No. 10 \$355,317.33.  
A motion to approve payment of the above referenced ADP payment No. 10 was made by Mr. White. Mr. Bader seconded the motion.

The motion passed unanimously, 5:0

2. Nafis & Young Engineers, Inc. Invoice #114-15 \$4,520.00

Mr. White made a motion to approve the invoice. Mr. Bader seconded the motion.

The motion passed unanimously, 5:0

3. Special Testing Laboratories, Invoice #29027 \$1,300.00

Mr. Bader made a motion to approve the invoice. Mr. Dunn seconded the motion.

The motion passed unanimously, 5:0

4. Special Testing Laboratories, Invoice #29912 \$1,830.00

Mr. Dunn made a motion to approve the invoice. Mr. White seconded the motion.

The motion passed unanimously, 5:0

## Update from OCR

Mr. Secor stated that we are waiting to see what amount may be short for the rental on the portable gym, which will be removed as soon as possible.

Ms. Marshall asked for a motion to approve an amount, not to exceed \$26,000. to cover the final installment and the eventual removal of portable gym. Mr. Dunn made a motion to approve the expense, in an amount not to exceed \$26,000. Mr. White seconded the motion. The motion passed unanimously, 5:0

Mr. Secor informed the Committee that it was discovered that additional work was required on the speaker and intercom systems for communication between the gym and school's main office. The cost for the work is \$4,327.12.

Ms. Cardona made a motion to approve the cost. Mr. White seconded the motion.

The motion passed unanimously, 5:0

Mr. Secor stated that there was a projected balance of \$337,212. as contingency on the project, which does not include the \$4,327.12, expense (approved tonight).

## New Business

Request for proposal on the redesign of the walkway were anticipated the first week in June. The Committee may need to schedule a Special meeting prior to the regularly scheduled meeting June 18<sup>th</sup> to discuss the bids.

Ms. Marshall asked Mr. Silver when the work must be done. Mr. Silver stated that the date is flexible except that the foundation for the walkway must be ready before school opens in the fall. Mr. Secor advised the Committee that he did not anticipate a permanent certification of occupancy on the gym until a punch list of items was complete (estimated July 17<sup>th</sup>) and after the final inspection.

Mr. Dunn inquired whether a discussion was needed regarding the gym's solar shades, which had yet to be installed. Mr. Morabito stated that they remained on the punch list of items and a charge to cancel the shade order would be required at this time.

Mr. Silver stated that Nafis and Young will extend administrative services to the Committee over the summer and recommended an allowance of \$15,000.

Ms. Marshall requested a motion to approve administrative services allowance of \$15,000. to be billed on an hourly basis.

Mr. White made a motion an allowance of \$15,000. for the above referenced services. Mr. Bader seconded the motion. The motion was passed unanimously, 5:0.

#### Adjournment

Mr. Dunn made a motion to adjourn the meeting at 8:35 p.m.

Mr. Bader seconded the motion.

The motion passed unanimously, 5:0

Respectfully Submitted,

Diane McClure

Recording Secretary

Osborn Hill Elementary School Building Committee