

**SHELTON HIGH SCHOOL
RENOVATION COMMITTEE REGULAR MEETING
120 MEADOW STREET
TEACHER'S WORKROOM
August 13, 2008**

Chairman Anthony Simonetti called the meeting to order at 6:10 PM.

The Pledge of Allegiance was led by the renovation committee.

Roll Call:

Present: Marty Coughlin, John Fitzgerald, Michelle Kawalautzki, Anthony Simonetti, Sean Sullivan
Absent: Freda Keklik, Joseph Pereira, Anthonsy Savignano, Raymond Sullivan. Quorum 5 present and 4 absent

Others in attendance: Dan Casinelli, Fletcher – Thompson, President, Doug Shearer, Fusco – Project Manager, Bill Banfe - Operations Manager, Beth Smith - Headmaster, Board of Education Chair - Win Oppel (6:50 PM), Patricia Lilling - Recording Secretary

Chairman Simonetti introduced Dr. Beth Smith, newly appointed Headmaster at Shelton High School, to the renovation committee.

Marty Coughlin made a motion to accept the minutes of the regular meeting of July 9, 2008, seconded by Sean Sullivan, vote 5-0, motion carried.

Work Session:

Doug Shearer of Fusco began by announcing the first part of the temperature control training would take place on Friday, August 15 for ½ day for Ken LaCroix and staff to be followed by another half day to be determined after the first session. Chairman Simonetti asked if Mr. LaCroix would have contact information available in the event he runs into difficulty. Doug Shearer responded absolutely – contact information would be provided and that he was also available when needed.

All O & M manuals have been submitted, approved, and returned from Fletcher – Thompson. By the next meeting, Doug will have formal copies of O & M manuals along with as-builts ready to submit to Ken LaCroix.

Storage cages have been installed in the storage room. Card swipes will be done for the school opening. 200 cards were ordered originally, but more cards are needed so an additional 200 cards have been ordered but will not be in at the start of school. Anthony Simonetti was concerned about the divots already found in the ceiling tiles in the second gym, hopeful that those who will be using the area will be more careful.

HVAC: Chairman Simonetti stated that he received a call from Robin Willink, Superintendent of Schools about two weeks ago. The call was referencing the problem with the HVAC chillers and that the chilling capacity had to be rerouted to the auditorium for the opening of the show held at the high school. Anthony Simonetti questioned if the

tubes should be cleaned out. To his knowledge it has not been done. He is hopeful that cleaning will save the city money, give the system another two years or so as opposed to replacement at this time. Bill Banfe said that in the meantime they will be leasing a portable unit on a trailer to be parked in the driveway (as big as or bigger than the one that went down) to get through the season. Marty Coughlin questioned whether the current system could handle the capacity to take care of the building. Bill Banfe responded that they have questioned that as well. Any information that could be found suggests that the original system should be big enough to handle it. Bill Banfe said that perhaps more concrete documentation is needed to support that information. We're fine for the season but will need to address the problem for the next season. Dan Casinelli said at the schematic design level the chillers had enough capacity to handle the new air handling equipment. Dan also stated that the air conditioning system did operate last fall and feels something happened between the shutdown last year and the start up this year. Regarding differences within the rooms, Dan said those are setting issues. The finalized air balance report was emailed to Doug Shearer, who will forward it to Dan Casinelli for review. Bill Banfe asked if once reports are reviewed and settings need to be adjusted, will there be enough time to do so before school starts? Dan Casinelli responded yes.

Anthony Simonetti suggested that perhaps Dr. Smith and Bill Banfe can coordinate some type of a report where each room is monitored for conditions throughout the day to determine where the problems may be. Dr. Smith also questioned when the portable chiller will arrive and where it will be placed. Mr. Banfe responded that it will be located in the service driveway but that the Board of Aldermen will be discussing it tomorrow evening and if approved should be delivered relatively quickly. Anthony Simonetti suggested cleaning the tubes. Mr. Banfe explained they are tube type chillers which could possibly need cleaning; however, there have been other issues in recent years and now the motor has blown. Before replacing the motor, a complete investigation needs to take place. Sean Sullivan stated he did not understand how the system worked fine and well and now it doesn't work and we'll need a new one before school starts. Bill Banfe said boilers are cleaned by outside sources.

Next item for discussion was the stage floor. Currently all pieces are screwed down according to Doug Shearer, and he asked if the committee still wanted a new floor? Sean Sullivan said absolutely the committee wants a new floor done according to previous discussion with tempering the replacement floor in the auditorium for awhile and installed gapped and painted. Dr. Smith asked the timetable for replacement since a few events had to be relocated already. Doug Shearer said he would work with Dr. Smith in scheduling with advance notice. The committee does not want any of the removed materials.

Marty Coughlin suggested inviting Ken LaCroix on the walk through for punch list review.

Equipment currently in the security office needed to be moved to the Data Room but this has not taken place. Doug Shearer will check into when it can be moved, how long it will take, and if the system would be down.

Bill Banfe stated the \$140,000 approved expenditure for technology/media management purchase order has been cut/deposit given.

Tom Welch approved the letter for the warranty of the boilers.

Anthony Simonetti brought forward to the committee information regarding the main driveway to the high school. He said he had received a call from the city regarding the paving. They buy in bulk in paving the city roads and asked Mr. Simonetti if he wanted them to pave the drive. When asked the points of paving, the city responded with from Meadow Street to the last drain before Darryl Ellis Boulevard (approximately 1000 feet). The next call stated they would be starting Monday and work has already begun. The quote he was given was \$75,000 which would include two 1½" layers of tar, lift drains, curbing, and seeding. The engineering office sent a memo to Mr. Simonetti today with a bill for \$112,000 plus a 5% contingency bringing the total to \$117,500. Anthony Simonetti said he called Bill Banfe and Tom Welch regarding the paving/quote and that in fact the funds were available. Marty Coughlin said that Anthony Simonetti had no authority to approve the paving of the driveway. Anthony said he did not approve paving and immediately placed the item on the agenda for the August 13th meeting. He was unaware that paving would start the week of August 4th. His only comment was that he would bring the information to the committee. John Fitzgerald explained that the property is city owned, city ordered paving of the driveway – part of their bulk city paving. Sean Sullivan said he was thrilled they were paving the driveway, however, he does not feel the committee should be paying for it and more importantly, how can the committee pay the city without going to bid for the work. Mr. Sullivan added knowledge of the work would have enabled the committee to bundle the work and include sidewalks in the area as well. More discussion took place regarding the paving and if this would be a reimbursable item. Bill Banfe felt very strongly that it would not be a reimbursable since the state paid for the driveway once already. Marty Coughlin questioned the legality of the payment to the city. Anthony Simonetti said the committee has paid the city for many services including custodians during the project. Dan Casinelli said it would be handled as a change order. Mr. Simonetti asked for a motion to repay the city for the paving. Additional discussion took place and Marty Coughlin asked that additional discussion be suspended until Bill Banfe makes his presentation.

Bill Banfe said he has been in conversation with Dr. Smith regarding the project. She has read all documentation and is up to date. Bill will gladly answer her questions, but noted again that much of what has been done during renovation will aide Dr. Smith with the accreditation process.

Bill Banfe presented his ledger as the state wishes the reporting to be entered. Bill said he reviewed each line item and estimated funds the committee might have available. He discussed many of the line items and indicated the dollar amount from each. After complete review, Bill indicated that a balance of \$760,226.67 would be available. Bill said that he had reviewed with Anthony a list of priorities to be addressed with the balance of funds available.

Marty Coughlin made a motion to authorize Bill Banfe to prepare bid specs (according to specs presented by Fletcher – Thompson) to go out to bid for

(priority #1) interior lock replacement, seconded by Michelle Kawalautzki, discussion regarding number of rooms and where locks need to be changed, vote 5-0, motion carried.

Sean Sullivan made a motion to have Bill Banfe put together a proposal for a telephone system upgrade (priority #2) to go out to bid, seconded by Marty Coughlin, discussion regarding availability of full specs, Delta Com created original specs for system, vote 5-0, motion carried.

Marty Coughlin made a motion to authorize Fusco to go out to bid for (priority 3) outside door replacement for entire high school, security cameras, seconded by Sean Sullivan, discussion took place, motion withdrawn.

Marty Coughlin made a motion to authorize the City of Shelton/Bill Banfe to prepare specs and go out to bid for (priority #3) outside door replacement, seconded by Sean Sullivan, discussion, vote 5-0, motion carried.

Marty Coughlin made a motion to table security cameras for the turf field and school parking lot, seconded by Michelle Kawalautzki, discussion for Bill Banfe to pursue other options, vote 5-0, motion carried.

Marty Coughlin made a motion to authorize Fletcher–Thompson to prepare a proposal for the specs for the boiler room (priority #4) specific to boiler room items listed, seconded by Michelle Kawalautzki, discussion that a quick call to Chairman Simonetti when proposal is prepared so committee can expedite the bid process, vote 5-0, motion carried.

Sean Sullivan brought up the chiller issue again and clarified that the committee is not taking any responsibility for the chillers at this time and additional discussion took place. Chairman of the Board of Education Win Opiel suggested that the chiller system has not changed dramatically since the installation to the day of failure and now someone from an engineering firm should be asked to go out, take a look, and state that chillers as they stand can take the new equipment. Dan Casinelli followed with that this statement is in fact in their original analysis; however, it is several years old now. Roof top units have been running since last summer. Chillers were used with the roof top units last fall during hot weather and they operated normally. He insists something happened between shutdown and startup this year.

Marty Coughlin made a motion to approve change order to add slop sinks (priority #6) to the 2nd floor in an amount not to exceed \$20,000, seconded by Michelle Kawalautzki, no discussion, vote 4–1 opposed (John Fitzgerald), motion carried.

John Fitzgerald made a motion to approve \$75,000 for payment of paving the main driveway to the high school, with a stipulation for Anthony Simonetti to talk to Attorney Welch and determine how to proceed in making payment, seconded by Michelle Kawalautzki, discussion of cost, paving process, why the committee had not been consulted, where the paving will end, as well as the proper

procedure. Marty Coughlin called for a roll call vote: Michelle Kawalautzki-approved, Sean Sullivan–opposed, John Fitzgerald–approved, Marty Coughlin–opposed, Anthony Simonetti–approved, vote 3-2, motion carried.

John Fitzgerald recommended the committee make payment of the following invoices to P. Lilling (119.21), and Advanced Performance Glass, Inc. (1380.00), seconded by Michelle Kawalautzki, vote 5-0, motion carried.

John Fitzgerald made a motion to pay the invoice (application #61) to Fletcher Thompson (balance of \$5,000.00), seconded by Michelle Kawalautzki, vote 5-0, motion carried. John stated that this completes the Fletcher–Thompson contract.

John Fitzgerald made a motion to pay the invoice (application #63) to Fletcher – Thompson (1320.00), seconded by Marty Coughlin, vote 5-0, motion carried.

Total payment of invoices this evening amounted to \$7819.21.

Michelle Kawalautzki made a motion to adjourn, seconded by Sean Sullivan, vote 5-0, motion carried.

Meeting adjourned at 7:50 PM.

Respectfully submitted,

Patricia Lilling

Patricia Lilling
Recording Secretary
August 20, 2008