

**SHELTON HIGH SCHOOL
RENOVATION COMMITTEE REGULAR MEETING
120 MEADOW STREET
TEACHER'S WORKROOM
September 17, 2008**

Chairman Anthony Simonetti called the meeting to order at 6:16 PM.

The Pledge of Allegiance was led by the renovation committee.

Roll Call:

Present: Marty Coughlin, John Fitzgerald, Michelle Kawalautzki, Anthony Simonetti, Anthony Savignano, and Sean Sullivan were present to constitute a quorum of 6 present and 3 absent. Excused: Joe Pereira. Absent: Freda Keklik and Raymond Sullivan. Quorum became 5 present and 4 absent after departure of Marty Coughlin at 6:48 PM.

Others in attendance: Dan Casinelli, Fletcher-Thompson, President; Doug Shearer, Fusco – Project Manager; Bill Banfe - Operations Manager, Dr. Beth Smith - Headmaster, Eileen Victoria - Recording Secretary Substituting for Patricia Lilling.

Agenda Item #4: Approval of Meeting Minutes:

Michelle Kawalautzki MOVED to approve the Special Meeting Minutes of September 3, 2008; SECONDED by Sean Sullivan. Vote 5-0-1 abstention (Coughlin). Motion carried.

Agenda Item #5: Work Session:

Added Scope Items: Nothing New.

Front Door/Security: Bill Banfe, Doug Shearer, and Dan Casinelli are working on the swipe entry system. Dr. Smith confirmed the two new buzzers are done.

Chillers: Chairman Simonetti stated that the Board of Aldermen put together a new building committee, noting that Anthony Savignano, Ken LaCroix, Bill Banfe, and Doug Shearer are some of the members. In addition to the Chillers, this committee will oversee the Long Hill and Elizabeth Shelton roof replacements. Information is being gathered for the new committee. Dan Casinelli has requested information regarding the chillers. The Chairman received communication from Superintendent Willink. Fletcher-Thompson thinks there may be a way to fix the chillers instead of buying new ones. The figures from 2004 until now haven't changed. The feeling is that the building can be cooled by the existing equipment, and there's something else is interfering with the cooling. Dr. Smith noted the Library Media Center and Vine room are averaging about 81 degrees throughout the day. She has not heard about any other classrooms. Chairman Simonetti said that Dan Casinelli feels that what's there should be working if it's in good working order. The Chairman would rather see the Board of Education spend \$75,000 to repair what's not working rather than spend \$400,000-\$500,000 to purchase new chillers. As Dan had not yet arrived at the meeting, Anthony Savignano

wanted to wait until he arrived to discuss the situation. Bill Banfe stated the packet of information is the Superintendent's response to Dan Casinelli, adding that eight Trane Service Call reports were included in it. Sean Sullivan stated that he thought the annual maintenance reports were being requested. Bill Banfe said they are in the packet, but they are referred to as a Service Call Report, which is a combination of emergency service calls and routine maintenance calls. Sean thought there would be a checklist indicating they punched the tubes, etc. Bill Banfe explained the four basic things Trane does when they come in.

Exterior Door Replacements: Bill Banfe reported that the exterior doors are out to bid. Bids will be opened on September 25, 2008. To date, seven contractors have picked up the specifications.

Interior Door Locks: Bill Banfe stated that Calvert is on the State Bid List. The representative came to the high school and met with Beth Smith and Nick Zerella. He put together a list of the doors that had to be changed over. It's part of the security package that will allow Dr. Smith to conduct a proper lockdown procedure. Right now, two-thirds to three-quarters of the building is not capable of being locked down properly from the inside. Rooms that were part of the renovation have already been done. The locks have to be changed on approximately 260 doors. A year ago, Calvert submitted a proposal in the amount of \$76,000.00, which was carried on the added scope list. Bill noted that this amount included Calvert's discount. He priced all doors to be done with panic bars, etc. at \$135,000, and with the 45% discount, the amount would be \$90,503.77. It includes everything, including doors in the locker rooms and re-keying everything to the master key. There will not be able to put locks on three exit doors unless the fire marshal determines it can be done. This would add approximately \$400 to the bill. Marty Coughlin asked if the funding was available. Bill Banfe said that \$76,000.00 had been earmarked. This doesn't have to go out to bid. Marty was concerned as to whether or not the additional \$14,000.00 was available. Bill Banfe confirmed that last time the calculations were done, there was \$92,000.00 left. Chairman Simonetti thought there was enough remaining to cover the difference. Bill Banfe feels this is a bona fide security issue that has to be done for the protection of staff and students. Dr. Smith agreed. Chairman Simonetti feels this is important and asked for a vote. It was noted this is additional scope that includes panic bars and doors that were not called for in the design. The hardware might be \$400.00. Bill Banfe reiterated that the \$76,000.00 encumbered was based on a number from a year ago and without added scope. Further discussion ensued.

Marty Coughlin MOVED to accept the Calvert bid to install interior door locks at a cost not to exceed \$91,000.00, with funds to come from Contingency; SECONDED for discussion by Anthony Savignano. Sean Sullivan asked about a schedule. Dr. Smith felt it would be least disruptive to do it on a scheduled break, noting that the December break would be the best time. Chairman Simonetti called for a vote on the motion. **Vote 6-0. Motion carried.**

Boys' Locker Room: Bill Banfe said that Dan Casinelli will look into alternate ways of getting more exhaust out of there. Doug Shearer said the air handling units for the locker rooms were put into manual mode because the dampers weren't opening and

bringing in fresh air and exhausting the air. Set points were changed. Fusco put them into a manual mode. Ken LaCroix opened them to 100%. They are now operating 24 hours per day. He feels there's an improvement in there. Fusco requested information from Fletcher-Thompson's engineer as to how to reset those in the automatic mode. Fusco just received that information and is passing it along to the mechanical contractor to ask they don't put them in that way until they ensure the set points are adjusted but not the timing. He also just received a sketch for new ductwork and pulling air conditioning cool air from the new handling units in the storage room in the addition to the health area above it. The mechanical contractor will price it. Dr. Smith asked if the air would be going into the football locker room. The situation has not been rectified in the boys' locker room. Doug said the sketch he received is for the fourth floor health area, and it feeds that, nothing else. Dr. Smith said the uniforms are washed on a daily basis by the transitional work experience students. The odor improved somewhat but not totally. Anthony Savignano wondered if the diffusers and returns are in the right place. Doug Shearer believed they were. Committee members will tour the area after the meeting.

Stage Floor and Projector Wiring: Stage Floor is being handled by Dan Casinelli. Doug Shearer said the projector wiring is done. Sean Sullivan would like Dana Urban to look at it. Beth Smith said the wireless laptop wasn't working. Sean would like Dana to attend the next meeting to confirm that the audio and video are working. Sean said the access points are there but not everything is patched back into the network.

Benches for the Girls' Locker Room: Bill Banfe reminded the committee that the proposal of \$24,500 to move a wall over was rejected. There was not enough room between the lockers for the girls to change for PE classes. John Niski and Beth Smith came up with the idea of putting changing benches around the perimeter if there was enough room, which there is. Bill received the list prices from the vendor. John and Bill mapped it out. There is room for three 8' benches and one 10' bench, which would provide 34 lineal feet of seating capacity, which should be enough for the girls. Bill explained how they would be positioned. Bill is not happy with the prices. The 8' benches are \$680 each and 10' approx. \$720 each, with our maintenance staff installing them. Bill asked the committee for a not-to-exceed amount, and he will do everything he can to get the number down. John Fitzgerald asked about the spec. Bill said they were similar to the ones on the boys' side. It would cost approximately \$2,900 to \$3,000.

Michelle Kawalautzki MOVED to purchase the new benches at a cost not-to-exceed \$3,000.00; SECONDED for discussion by Anthony Savignano. Anthony Simonetti thought it seemed expensive. Dan Casinelli said he personally called the vendor, and the amount provided is the list price, noting it's more expensive because they are oak. Bill said there are a limited number of vendors who do this work. The three vendors Eileen Victoria called deal with exterior benches. **Michelle Kawalautzki amended the motion to authorize Bill Banfe to do more research and report back to the Response Committee of John Fitzgerald, Anthony Savignano, and Anthony Simonetti; SECONDED by Anthony Savignano. Vote 6-0. Motion carried. A vote was taken on the motion to purchase the new benches at a cost not-to-exceed \$3,000.00. Vote 6-0. Motion carried.**

T.V. Recording Studio Room: Bill Banfe stated that Beth Smith worked with the teachers to identify four items that needed to be addressed: 1. The hole that has to be drilled. This hasn't been done yet. Doug Shearer will check on it. 2. Bill questioned if the On Air Light was part of the design. Dan Casinelli said it wasn't. 3. The set of track lights in the ceiling were to be put on the dimmer – Dan will check on it. 4. The elimination of the carpet to install VCT. Bill received a request to look into sound deadening material other than carpeting. Dan Casinelli suggested using an area rug. Dr. Smith explained that the room echoes because the sound reverberates off the floor. Chairman Simonetti thought a rug that can be removed would be best as the committee dismissed full rugs to avoid mold and cleaning problems.

T.V. Monitors for Security: Bill met with Nick Zerella. One of the issues with the camera system is that because the number of cameras in the facility was increased, when the view is enlarged, it gets distorted. It doesn't have the correct resolution. Nick can't pick up on an identity the way it needs to be done. Nick spoke with other security people Nick is requesting two 37" LCD T.V. monitors. He shopped around and got the best price from Best Buy for a Samsung 37" flat panel LCD high definition model at \$878.99 per monitor. Each monitor includes the wall mount kit and power cords. Everything he needs is in the package. The total is over \$1,700.00. The purpose is for live time viewing. Discussion ensued about relocating the machinery into the computer room. Doug Shearer said Fusco priced out the relocation of the video rack, video phone and card system and cameras. The proposal does include two new monitors, but Doug is not sure of their size. **Martin Coughlin left at 6:48 PM. The quorum became 5 present.** Doug said the proposal includes five new cameras. The proposal was discussed. Bill Banfe explained that this is not just a noise issue in the security office. The equipment has to be in a temperature controlled environment that has its own unit. It was learned the hard way that there was no battery backup to the recording. If the power went down, nothing was getting recorded. Chairman Simonetti felt the Fusco's supervision cost seemed too high. If the monitors were purchased separately, they would have to be compatible with the other equipment. Chairman Simonetti called for a motion on the T.V. monitors alone, but Sean Sullivan felt that the number is allegedly in the Fusco proposal. Chairman Simonetti sent it back to Fusco to break out the sizes of the T.V.s, with a resolution of 1080 vs. 760. Doug will obtain the catalog cut sheets to ensure they are compatible. Bill Banfe commented that Nick Zerella did his homework on the best model. Doug will give a copy of Bill's proposal to DC Electric to review and price. Fusco's proposal was tabled until more information is available.

Site Work (Bid #29-15) – Extension of Scope: John Fitzgerald explained that he met with Norm Nagy on September 12th. Norm commented on the order of the work being done and advised John of different things he saw, which included tripping hazards with the curb. John asked him to price the work to bring the catch basin up. Norm will send the pricing to the Office of Operations. He noted the other area was already too high. Regarding the sidewalk, if he went 60' there would be a nice entrance catch basin. He will price this separately. The work schedule was discussed. John asked him for a guarantee that the slope would be stabilized by October. Norm agreed to pick up the pace. John said Norm thought he could price the upper parking area. John said he wanted the slope left blade clean. The staging area would have to be left usable. The old electric poles and debris are still at the entrance. Doug Shearer will have them

removed, along with the identifier sign. John Fitzgerald said that although Norm missed a few things when he prepared his bid, he is sticking with the price and the alternate. The next procedure is through Apportionment & Taxation. Eileen Victoria said the purchase order was mailed today. John said Norm will include fixing the lower area as a unit price for 8' x 157'. He will prep the upper sidewalk. The alternate paving has to get approved through the committee first. Bill Banfe mentioned the Board of Education installed the gates at the Information Booth by Constitution Boulevard. They will be discussing when the gates will be locked and who will do it. He mentioned that even with the gates locked, there's still an easy access point to the grounds. The Superintendent asked him to get a price from Connecticut Fencemen to install the same rail system by the soccer field, which was going to be Phase 2 of the site project. Discussion ensued. The gates being considered are the 2010 Series, which match the other gates throughout the City.

Telephone System: Bill Banfe said the phone system upgrade is out to bid. The bids are due October 9th. Two groups were spoken to—DeltaCom and Sonitrol, who may bid on this. The budgeted amount was discussed. A prospective bidder called Eileen to inquire about the bid and told her the 740i system is no longer available. Bill is trying to get in touch with Sonitrol to do more research to confirm the accuracy of the information.

Window Treatments: Bill Banfe reported that a request was made to put vertical blinds in the Athletic Director's and Security Offices to give each office privacy. The security office needs it more. There's a line of sight into the Security Office from the AD's office, and from the AD's office into the Media Center. The trainer's room also has no privacy. Chairman Simonetti is concerned about the problems that could occur when people unnecessarily shut the blinds. Michelle Kawalautzki questioned the vertical blinds. Bill explained that they were chosen to match the others throughout the system. Mini blinds wouldn't last. The Commercial Chain Shade might be an option as they come in opaque. Chairman Simonetti asked Bill to obtain a price per room. Bill will take committee members to the rooms after the meeting. Sean Sullivan asked to have the dressing rooms included. Dr. Smith requested blinds for three windows in her office as well.

Main Driveway: Chairman Simonetti said he acted upon Sean Sullivan's request to contact the City Engineer. The Engineer responded in writing that they would put in the grass seed and hay, which they did, along with removing debris. The City has no intention of fixing the area below where John Fitzgerald is working with Nagy. The reason is because they want to catch the water there so it doesn't go across the road and cause a problem. The Chairman requested the invoice. Bill did not yet receive the invoice. The City wanted to charge \$140,000+ because they calculated the charges incorrectly. The Chairman said no, it was way off the scope. The City asked if the committee would pay \$120,000. Chairman Simonetti said he would speak with the committee. \$115,000 was encumbered, which includes approximately \$500 to put in the stripes. The Chairman asked for a motion that the committee pay the City an extra \$45,000 from the original price of \$75,000 to cover the bill, bringing the total to \$120,000. The funds are available. There would be \$35,000 remaining for back up for something else that needs to be done.

Michelle Kawalautzki MOVED to authorize the payment of an additional \$45,000 to cover the work done by the City; SECONDED by Anthony Savignano for discussion. Anthony Savignano asked the Chairman to go over the numbers again. John Fitzgerald confirmed that this is a request coming from the City. John gave the Office of Operations a copy of the agreement from the Engineer's office. The City has a contract that spells out the services. Sean Sullivan wants to see what the actual invoice is and feels that the invoice should not be approved without the detail. This item was tabled pending receipt of the invoice with backup documentation. The lines for the bus positioning were discussed. The Fire Marshal and the Transportation Coordinator need to be involved. The Chairman agreed to contact the City Engineer to stop striping and request full invoice.

Stage Floor: Dan Casinelli is working with THP.

Boiler Water Feed: Dan Casinelli said that Fletcher-Thompson is not doing anything with that. Sean Sullivan said it's part of the change order for \$77,500. Dan will get it done for tomorrow.

Boys' Locker Room: Dr. Smith said it's still not good. Fans are being run 24/7, and uniforms are being washed daily. Dan will speak with the mechanical engineers.

Chillers: Chairman Simonetti said they are going out to bid. Dan said he has the refrigeration load for the whole school. Dan reminded the committee of the discussions held previously regarding the building loads. He said that never does a building call for 100% of the space occupied in 100% of the building 100% of the time. All spaces will never be fully occupied. He discussed the system with Ken LaCroix. The Chairman said that Dan feels if Fletcher-Thompson gets the information from Trane, an analysis could be done to help figure out the problem. Dan said that Robin Willink gave him some information from May which he gave to his engineers for review. The backup is not in the package. Fletcher-Thompson will be given the Trane contact person so he can speak with Trane directly. Anthony Savignano said that every invoice should have the diagnostic evaluation with it. When the Needs Assessment was done for this building, four major issues were identified: 1. science labs; 2. auditorium; 3. additional locker space; 4. HVAC. Of those, the HVAC was across the board the number one issue the committee wants to make right. If the motor burned out, that's a Board of Education issue. In order for the committee to proceed, the basic premise has to be correct. That's why the engineering data has to be put on the table. Dan Casinelli turned over a narrative, which is the document the committee has been waiting for. Once the criteria is known, the diagnostic approach should then be simple. The committee needs to see the balancing report. Dan said he received it a week ago. Anthony Savignano said the committee hasn't seen it. Dan will forward it to the committee. Dr. Smith said the Library Media Center and Vine room are holding steady at 81 degrees. Anthony Savignano commented that the most trouble occurs when the seasons change. Sean Sullivan asked if the narrative was prepared for tonight's discussion. Dan said it's a new document. Dan explained that a computer program models the building to estimate the load. Anthony Savignano posed questions to Dan. He concluded by saying a lot of money was spent on the HVAC system and to have the problems that currently exist should not be happening.

Anthony Savignano asked Doug Shearer about cleaning up the debris he saw and wanted to know when the punch list would be done. Doug said there was not a lot of debris and not a lot of punch list. Dr. Smith did not agree.

John Fitzgerald asked if there would be any budget left for the parking area. Chairman Simonetti thought there might be \$10,000.00 left. John is hoping to save some funds to do an alternate to fix the sidewalk and hopefully the parking area.

John Fitzgerald MOVED to approve payment of the following invoice: Patricia Lilling for the special meeting minutes of September 3, 2008 in the amount of \$190.74; SECONDED by Anthony Savignano. Vote 5-0. Motion carried.

The next meeting is October 8, 2008, per the published schedule.

Michelle Kawalautzki MOVED to adjourn, SECONDED by Sean Sullivan. Vote 5-0. Motion carried.

Chairman Simonetti adjourned the meeting at 7:45 PM.

Respectfully submitted,

Eileen Victoria

Eileen Victoria
Substitute for Patricia Lilling
September 22, 2008