

CITY OF SHELTON
SHELTON INTERMEDIATE SCHOOL BUILDING COMMITTEE II
Also Committee for: Lafayette School Roof Replacement, Sunnyside School Roof and Chimney Repair,
and Elizabeth Shelton School Boiler Renovation
Minutes of Meeting held on August 21, 2006
Main Office Conference Room at Shelton Intermediate School

Agenda Item #1: Call of the Meeting: Chairman Sullivan convened the meeting at 7:02 p.m.

Agenda Item #2: Roll Call: Eileen Victoria took attendance. Bill Banfe, Ken LaCroix, and Chairman Sullivan were present. Michelle Kawalautzki and Anthony Savignano were excused. There was a quorum of three. Also present was Howard Gura, SIS Headmaster.

Agenda Item #3: Approval of Minutes: Ken LaCroix MOVED to approve the minutes of the Special Meeting of July 31, 2006; SECONDED by Bill Banfe. Motion carried.

Agenda Item #4: Communications: Chairman Sullivan stated that he assembled a letter to Mayor Lauretti outlining the options for the Lafayette Roof. The Chairman will contact the Mayor after Labor Day. It was noted that this should be a quick job. Bill Banfe asked if it could be done this fall. Ken LaCroix thinks so, but the temperature conditions will be a factor in scheduling the job for that time frame.

Agenda Item #5: Report of Special Committees – Finance Committee: Discussion occurred regarding the invoices the Committee is anticipating will be submitted from M&O Corp. and DTC. Bill Banfe stated that DTC has submitted an invoice in the amount of \$4,629.48 that includes reimburseables. So far, the total for DTC adds up to \$13,284.19 with only a few weeks left until project completion. Bill thinks that there is about \$3,000 in outstanding charges for the last two weeks, even with Steve Ciaffaglione being on-site almost daily, and he feels we will be under the \$23,000 agreed upon by DTC. The close-out meeting is August 28th. Upon review of the invoices submitted to the Finance Committee, Bill Banfe MOVED that payment be made on the following: 1 invoice in the amount of \$80.97 to Eileen Victoria for the recording and typing of the minutes of the Special Meeting of July 31, 2006; 1 invoice from DTC for professional services through 7/8/06 (Labor \$4,592.50 and Reimburseables \$36.98) for a total amount of \$4,629.48; and 1 invoice from Winnick, Vine, Welch, & Teodosio for all legal services for the SIS II Building Committee in the amount of \$151.64. Ken LaCroix SECONDED the motion. Motion carried. The issue was raised concerning M&O's 5% retainage and how long it is held. Bill stated that it is held until approximately 20 days after the Committee is satisfied with the work and does its final acceptance of the project. Discussion occurred regarding Thornton Tomasetti's invoice. The amount of \$9,562.50 represents 75% of the completed engineering services on the Elizabeth Shelton School boilers. Chairman Sullivan stated that part of the services includes a review of the qualified bids. Ken stated that four firms were interested in quoting, then one dropped out. He thought M&O Corp. would bid but he has not received a quote from them. Bill mentioned that he had a discussion with Frank Lazowski and the reason why they didn't submit a quote yet was due to the workload with the SIS project. Ken feels the quote we did receive came in high because vendors believe we are in a hurry to get the work done. He recommends sending the same specification out in January and making sure the job is advertised properly and competitors are solicited directly. The Chairman asked if we should pay a portion of Thornton Tomasetti's invoice. Ken stated that their contract did not lay out a schedule of values and he believes that reviewing the bids and coming to the job site to oversee the work is part of their responsibilities. A brief discussion took place regarding the order in which the boiler replacement job can be done – replace the hot water boiler first, then demo everything else, then paint. Ken stated that by the beginning of May there isn't a hot water issue. The biggest concern is that there is heat during the school year. Bill Banfe MOVED that pending receipt of the corrected invoice, that payment be made to Thornton Tomasetti for 75% of the completed work in the amount of \$9,562.50, SECONDED by Ken LaCroix. Motion carried. Ken stated that he will investigate how in-depth DTC's report is regarding change-outs of the roofs, windows, and boilers, and that impact on the boiler size. He will question DTC further concerning the estimator's cost accounting.

Agenda Item #6: Work Session:

SIS: Bill Banfe stated that everyone was present at this (Monday) morning's job meeting except for the electrician, who is done with his part. We are looking for completion by Wednesday evening. The auditorium is up and running. The ductwork has been repainted, and the RTU-22 is up and running. The original unit will be started on Tuesday and they will run in tandem. Of units 15-19, two are up and running; the other three need to be charged

and connected. They should be up by Tuesday afternoon. The grids are being put back in. The ductwork will be completed by Wednesday night. A wrap-up meeting is scheduled for next Monday at 9:00 a.m., and there doesn't look like there will be much of a punchlist. The building inspector gave Steve Ciaffaglione the green light to inspect everything except for the gas hookup. The gas meter may not have to be changed. 500,000 BTUs were added to this project. There are excess BTUs. The contractor will meet with Yankee Gas tomorrow. There could be a credit coming back to us. Ken LaCroix stated that Afsheen felt that maybe the meter was under sized and recommended that the gas company come out and investigate it, but then he thought it wasn't necessary. According to the gas company's records, there is a greater capacity to that meter than the building was putting to use. Bill then stated that the final painting will be completed by Wednesday. The order of priority has changed – the D-Wing first floor is complete and the second floor will be finished tomorrow. The C-Wing has three classrooms that have to be finished – Rooms 202 (Marketing Class), 225 (Health Class), and 226F (off the Media Center). Wings D, C, and E are being completed in that order. Bill Langhammer is working out the cleaning schedule. Ken stated that another day time shift (3 more people) has been added and will begin tomorrow. Bill stated that Kathy Duguay's items had to be taken out of her room, and she should make a list of any materials that were damaged, and it will be determined who will be responsible for them. Bill suggested a walk-through at the end of the meeting. Bill noted that Steve Ciaffaglione (DTC) has been a good project manager. He reiterated that Eliot Wilson (building inspector) gave him the green light to make all of the inspections himself. It was also noted that Bill Langhammer did a great job. The project will be wrapped up on Monday if possible. Howard Gura expressed concerns about bad VAV boxes. We will do the work ourselves. Ken stated that Tom Francione will determine what is repairable and what could be a problem. Howard wants Tom to be present when the assessment is made. He said it is our hope to get it done perfectly. Bill stated that the balancers will be on-site Wednesday and Thursday. Steve had asked if it was possible for Tom to be there then. Ken will send Tom. Bill stated that at Monday's meeting, paperwork has to be given to us, including the \$12,740.00 credit for the gas pipe. He noted that the block looks different, with aluminum channel and less foam. They were installed every six feet. A site decision was made on the spot as they were doing the last computer room in the E-Wing. One of the T junctions on the sprinkler was apparently used. It was rusted out. He had to make some changes on the left and right of the T junction. We will probably get an invoice for a few hundred dollars. Howard stated that it looks like it was deteriorating rapidly, and it had to have been tapped. Some water damage occurred before they could shut off the water from the sprinkler in the hallway. Howard noted that the crew did a good job picking up hundreds of gallons of water. Chairman Sullivan revisited whether we think there will be a credit from Yankee Gas. Bill stated that there have always been some questions regarding Yankee Gas. The meter belongs to the gas company, and if there is no change, there should be a credit. The Chairman stated that the balancing report should be a requirement for Monday's close-out meeting. Bill said he would review which close-out documents M&O needs to provide. Chairman Sullivan suggested that we are expecting to have enough money to cover the lights in the gym. Bill noted that Longo did a credible job, and they worked well with the alarm people. Howard affirmed that Longo was good. Howard asked if some thought could be given to the auditorium lights. He stated that the design in the auditorium is unique, and noted that it is difficult to change some of the lights when they burn out. The Chairman asked if the equipment needed to change the lights is on site. Howard answered that it is not. Chairman Sullivan stated that the gym lights are on hold as an alternate. The contract will have to be amended when we are assured that we have the funds. He wants the remainder of the invoices from DTC. Howard wanted to know if the stratification in the lobby is part of the package. Ken stated that it is not, and that the issues that affected education were chosen to be remedied over the issues that affect comfort. Since that area is typically an area that is passed through, it was not a priority. Bill asked Ken to check down in the lower level of the D-Wing because some ductwork had to go in the computer room between the two tech rooms. Ken will revisit the specifications. Bill mentioned the unit heater in the storage room. Ken said it will reflect in the balancing report. The Chairman asked about the block work. Ken said that everything was made safe. We felt they were looking for more money because there was no need to worry about the gaps. Ken had his staff take out the loose materials and anything that looked like it would fall. Howard mentioned that mineral wool was put in the fire rated areas, and Ken added that it was put in the storage and custodial areas as well.

Agenda Item #7: Other Items Before the Committee: The next meeting will take place on Friday, September 1, 2006, at 11:00 a.m. in the Main Office Conference Room at SIS. The Chairman noted that this should give enough time for all of the invoices to come in.

Agenda Item #8: Adjournment: Bill Banfe MOVED to adjourn the meeting; SECONDED by Ken LaCroix. Motion carried. Chairman Sullivan adjourned the meeting at 8:02 p.m.
Minutes Final, Pending Committee Approval