

Town of East Haddam
School Building Committee
Regular Meeting
February 28, 2007
Adopted March 14, 2007

1. CALL TO ORDER

The Regular Meeting of the East Haddam School Building Committee was held on Wednesday, February 28, 2007 at 7:03 p.m., at the Nathan Hale High School, Media Center, Todd Moss being in the Chair and the Secretary being present.

a. Roll Call

In attendance were Todd Moss, David LaFemina-arrived 7:15pm, Denise Gable, Mary Beth Mordecai, Craig Parker, Vinny Garofalo and Kerri Willis Budzik – arrived 8:00pm.

Richard Toolan and John Gibson were absent.

Also in attendance were Bob Celmer-KBA, Tom DiMauro-Newfield Construction and Bob Carroll - Education Business Manager.

2. APPROVAL OF THE AGENDA

The agenda did not change.

3. APPROVAL OF MINUTES

a. 02-15-07

Motion by Mr. Garofalo to approve the 02-15-07, meeting minutes as presented.

Second by Craig Parker.

Favor: Garofalo, Parker

Abstain: Moss, Gable, Mordecai

Motion passed.

3. TREASURER'S REPORT

a. Bills and Invoices

Stephanie Tatro – Finance Director, Mr. DiMauro and Ms. Mordecai have met to develop an accounting system for future invoices. Invoices will be emailed to Committee Member's before the 1st meeting of the month (Monday) for review. Ms. Mordecai will have a complete budget/ extra detail of these invoices at the meeting. The budget report will indicate the current expenses for the trade contractors and construction costs. Administrative and clerical will be added to the budget. It is important that Committee Members check their emails for these invoices so that they may be approved at the first meeting of the month. Ms. Mordecai has been given a stamp for approved invoices. Mr. Moss noted that KBA will also review the invoices. Mr. Moss stated that the budget reports would have about a weeks worth of projections on them.

Ms. Mordecai indicated that she would purchase a PDF writer for the distribution of invoices to Committee Members. Craig Parker stated the cost for the PDF writer should come out of the building project budget.

The following invoices were presented and discussed:

- Application #1 01/31/07, Newfield Construction for \$209,686.44. Mr. DiMauro indicated that the second well drilling fee was not included in this invoice.
- Legal, 02/16/07, Gould Larson, Bennet, Wells & McDonnell for \$187.50.
- Architectural, 02/15/07, KBA for \$14,760.23 + \$575.00 reimbursable.

*For accounting purposes, all reimbursables must be approved separately.

<u>Vendor</u>	<u>Date</u>	<u>Invoice#</u>	<u>Amount</u>
Newfield Construction	01/31/07	#1	\$209,686.44
KBA	02/15/07	Architectural	14,760.23
KBA	02/15/07	Architectural Reimbursables	575.00

Motion by Mr. Moss to approve the bills as presented and to acknowledge the Gould, Larson, Bennet, Wells & McDonnell invoice. Second by Ms. Mordecai.

Craig Parker questioned if the acknowledgement of the Attorney's invoice was for the Statement of Special Inspections. The Committee requested more back up from Gould, Larson, Bennet, Wells & McDonnell prior to approval.

First Selectman Parker will be asked to differentiate future attorney invoices as contract issues or land issues.

Motion by Mr. Moss to amend the motion to read approve the bills as presented. Second by Ms. Mordecai and unanimously passed.

Mr. Moss questioned Ms. Mordecai if she would be working with Mrs. Tatro on the cash flow soft costs to which Ms. Mordecai replied affirmatively. Mr. Moss agreed to help.

There were brief discussions about the budget. All budget invoices will contain a "Retainage" category of 5% to be paid out at the end of the project/when necessary work is complete. At the end of the job, the Committee will need to approve the release of the "Retainage" category.

Responsive to a question, Mr. Carroll replied that the State would pay every other month for services rendered on the project (reimbursable amount).

Craig Parker requested that the lien holders (interim lien waiver) be reviewed by the Town Attorney.

5. Old Business

a. BOE Report

Ms. Mordecai reported that Ellen Solik had been chosen as the new Superintendent.

b. BOS Report

Craig Parker informed the Committee of an email from Selectman Govert requesting that the Committee address progress reports for the project. Mr. DiMauro stated that an Executive Financial Summary could be send to other Boards and Commissions. Mrs. Gable stated she would continue with Public Relations, such as issuing Press Releases.

c. BOF Report

No one was available to report at the time that the Board of Finance Report was offered.

The Committee will provide the Board of Finance cash flow projections for the project during the March 5, 2007 meeting.

d. Construction Manager Report

Mr. DiMauro reviewed and discussed the following:

- Document dated February 21, 2007 titled Interim Lien Waiver.
- Newfield Construction, Inc. East Haddam School Building Committee, February 28, 2007, Budget Report, January 2007.

Mr. DiMauro informed the Committee that budget adjustments would require Committee re-approval. Craig Parker questioned if open contracts with sub contractors were still being negotiated to which Mr. DiMauro responded no.

Mr. DiMauro reported on the following:

- The building permit has been issued.
- The Statement of Special Inspections has been signed and complete. Mr. Moss distributed the signed paperwork.
- The demolition permit for the camp building has been issued by the town.
- The DEP discharge permit has a 30 day waiting period. Only land can be cleared. Mr. DiMauro stated there was currently 3 – 5 acres cleared on the site.
- WMC has reported that the septic permit should occur within the next 15 days.
- The Phase 1A well location has been approved by the State.
- The Phase IB and Phase II well permit has pending permits. Mr. Sima has proposed assisting with these assignments.
- Mr. DiMauro stated that Newfield would meet with Chatham Health prior to the next meeting to determine any pending permits with them.

Mr. Ventres has requested that all stone be saved on site. Mr. DiMauro stated that during the bidding period, the contractors placed their bids based on saving only 100 tons of rock. Mr. DiMauro stated financially it did not matter with the trade contractor, but that additional funds would be needed to clear an area to store the rock. Mr. Ventres has suggested that the rock be placed in an area behind the base ball fields. The contractor will provide a cost for one to 1 ½ acres to be cleared for the storage of the rock. Mr. DiMauro will provide the cost information for Committee review at the next meeting.

Mrs. Budzik arrived.

Mr. DiMauro informed the Committee that the drawings had demonstrated three areas of possible tree preservation. The Landscape Architect has stated that none of the trees are worth saving. Mr. Ventres has agreed with the analysis.

Mr. DiMauro stated there was a gap with the site utilities. Currently there is no one scheduled to inspect the drainage structures, sanitary lines, water lines, fire service, general roadways and underground electrical. Mr. DiMauro stated he would consult with the Building Official. There was discussion as to who should inspect which aspects of the project and Mr. Moss agreed to address potential inspection gaps with Mr. Ventres. ITML's duties were discussed and it was decided to revisit them at a future meeting.

Mr. Moss informed the Committee that there was a typo when Newfield Construction had done their amendment to the GMP. There had been a list of unit prices, some of which's numbers had been transposed on the site work. These figures were noted with an asterisk on the following distributed document:

- Document titled Newfield Construction East Haddam 4-8 School GMP Unit Prices, dated November 15, 2006. This document will need to be an amendment to the GMP.

Mrs. Budzik questioned if it was in the budget accurately to which Mr. Moss replied it only applied to changes, did not apply to their bid and only applied to extra work. Extra work will come out of the SBC contingency or Newfield's Contingency for extra work. This extra work would not have been originally budgeted for. The unit prices came in with the bids, the amendment for the unit prices came in with the GMP and a mistake was made in the amendment. Craig Parker stated the contingency was for unexpected extra work. Craig Parker stated that agreeing to change the scope of work, the limits of the scope would need to be defined which would help establish what the cost would be based on the work to be complete.

Motion by Craig Parker to change the unit cost pricing to reflect the bids as received in November. Second by Ms. Mordecai and unanimously passed.

e. Project Schedule

Nothing new was reported at the time that the Project Schedule was offered.

f. Architect Report

Bob Celmer distributed and discussed the following:

- Architect's Report, dated February 28, 2007. This document is filed at the Selectman's Office.

The Town of East Haddam – Land Use Administrator has received the requested additional partial sets of plans containing “C” series and “L” series drawings.

There was considerable discussion with regards to a proposal from Mr. John Sima at Hydro Dynamic Engineering, LLC. A proposal was included with the Architect's Report for review and comment in the amount of \$5,500.00 for the Phase IB and Phase II work required for the water supply system. The Committee felt that Mr. Sima's job of shepherding the project through the permitting process was not satisfactory during Phase IA and were apprehensive to sign another contract with him.

Mr. Moss questioned if a water consultant was not hired how it would affect the process of WMC/KBA finishing their work. Mr. Celmer replied he did not know. It was explained at a previous meeting to the Committee that the additional cost was a premium to expedite the process in a smoother and faster manner to which the Committee did not feel had occurred with Phase IA.

In Mr. Sima's defense, Mr. DiMauro stated that Mr. Sima had submitted the information for the temporary well locations which were never granted by the State or Chatham Health. Instead a permanent well location was granted ahead of schedule. Mr. DiMauro stated the delay was not Mr. Sima's fault but was a problem with the State and Chatham

Health. Mr. DiMauro confirmed that Mr. Sima had speeded up the permitting process. The Committee requested a more detailed invoice including estimated time, hourly wage etc.

Mr. Moss questioned if the Phase IB and Phase II work needed to go through the same approval process as Phase IA. Mr. DiMauro replied affirmatively, it was expected to take 30 – 60 days and that construction could not start until approval. Mr. Carroll confirmed previous Town issues/delays with installing water systems.

Committee Members requested a new invoice for a not to exceed amount of \$5,000.00, without a WMC markup as was originally agreed upon.

Motion by Mr. Moss to accept the Hydro Dynamic Engineering proposal for \$5,000 not to exceed. Second by Craig Parker.

Motion withdrawn:

Mr. Celmer agreed to bring a new invoice at the next scheduled meeting for Committee approval.

Motion by Mr. Moss for a conditional approval to accept the forthcoming Hydro Dynamic Engineering proposal for \$5,750 plus KBA markup not to exceed. Second by Craig Parker and unanimously passed.

g. PR

This item will be removed from future agendas. Public Relations issues will be discussed during New Business.

7. New Business

Craig Parker questioned if IMTL had a signed contract with the town to which Mr. Moss replied he did not know and would follow-up with First Selectman Brad Parker.

8. DETERMINATION OF NEXT MEETING 03-14-07

The next scheduled meeting is March 14, 2007 at 7p.m. at the Nathan Hale Ray High School, Media Center.

9. AUDIENCE OF CITIZENS

There was no one available to contribute to the Audience of Citizens at the time it was offered.

9. OTHER DISCUSSION

The Committee agreed to form a subcommittee to review future invoices, change orders and make recommendations. This subcommittee would be authorized to approve change orders in between meetings. The procedure was discussed briefly. It was decided that the subcommittee would be three members. A change order decision would require a quorum vote of two to be approved. It is the desire of the Committee to have the subcommittee comprised of members who are in town during the day so that approvals can be acted on expediently and because changes to documents can not be made by email and must be performed in person. Ms. Mordecai and Mr. Garofalo volunteered to be on the subcommittee. Committee Members would like Mr. Gibson to be on this Committee but will wait for his approval. There will be further discussions about this subcommittee at the next scheduled meeting.

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The secretary agreed to update the Committee phone list to include work, home and cell phone numbers.

10. ADJOURNMENT

Motion by Mrs. Budzik at 9:06p.m. to adjourn. Seconded by Ms. Mordecai and unanimously passed.

Respectfully submitted;

E. Ruth Ziobron
Recording Secretary

A Tape Cassette of the Meeting is filed at the Selectman's office.