

**School Building Committee  
Westport Community Schools**

**DATE: Wednesday, July 28, 2021**

**TIME: 6:00 p.m.**

**PLACE: Virtual Zoom Meeting**

**Zoom Meeting Link:**

<https://us06web.zoom.us/j/81980138831?pwd=U0FmQkx4eTRidlJZNFloZ29ZYzJ2QT09>

**Meeting ID: 819 8013 8831**

**Passcode: 887002**

**Dial-In: 1-646-876-9923**

**MINUTES**

**Present:** Thomas Aubin, Chair Dianne Baron, Jon Bernier, David Cass, Michael Duarte, William Gifford, James Hartnett, Timothy King, Co-Chair Tracy Priestner, Kevin Rioux, Shana Shufelt, Nancy Stanton Cross, Antone Vieira, Antonio Viveiros, Jeffrey Wade

**Absent:** Joseph Pacheco, Kevin Rioux

**Also Present:** Bob Gilchrist Executive Project Manager Agostini Bacon, Larry Gill CHA, Laura Jolly Project Manager CHA, Kathryn Lamontagne, Lisa McMasters Resident, David Pereira GGD, Ron, Dana Stewart, Martha Sullivan Resident, Dan Tavares OPM CGA Project Management, Anthony Tomah Director of Technology, Charles Van Voorhis JLA, 3 Community Participants

**I. Call to Order** - Chair Dianne Baron opened the Virtual SBC Meeting at 6:00 pm. with a quorum of the members present. Chair Baron announced that the meeting was being recorded and a transcript will be available.

**II. Comments and Statements from the Public/Citizen's Participation -**

**Lisa McMasters** resident requested an update on the tennis courts. She receives questions from the public all the time. Mr. Gilchrist reported the tennis courts are almost complete. They will be coordinating parking when project is completed. There is no access now. His company is still responsible for the job site. The tennis courts will be turned over to Town as of Labor Day.

Mr. Aubin mentioned presently the location is an active construction site and the priority is to get students in by the start of school. Right now, a specific answer cannot be provided about tennis court availability. Mr. Aubin is working with Dana Stewart from the Recreation Department on logistics and will be sure to keep everyone posted on updates.

Mr. Gilchrist mentioned they have installed the memorial bricks with top soil and landscaping to follow in mid-August.

Ms. McMasters asked if there will be plans for a re-dedication of the courts? Mr. Aubin responded that any obligations will be carried out and he will work with Ms. McMasters on this event.

Ms. McMasters asked if the tennis backboard will be installed. Mr. Gilchrist is sure this is not part of the construction project. He will confirm this with the architect.

It was suggested to put out some information to the community about the tennis courts timeline. Mr. Aubin mentioned they already have been getting the word out and he will work with recreation about further information dissemination. Ms. McMasters offered to place information on the Diane B. Snyder Facebook page.

**Martha Sullivan** resident appreciates looking at perspective and keeping kids safe. She is interested in knowing if there will be tennis court access during the day.

**III. Construction Manager Report - Mr. Gilchrist showed pictures if the following:**

- aerial shot front of building, right side pavement installed, tennis courts, sewer treatment system, curbing and sidewalks
- main entrance
- middle school administration desk
- classroom middle school south wing, floor, ceilings, whiteboard on wall, chairs, and cabinetry
- corridors
- cohort commons areas, open space, protective covering on railings
- cafeteria, area for storing furniture for assembly, lighting complete, floor protected
- auditorium seats installed, some millwork complete, lights, waiting for final delivery of millwork, wood clouds, lighting, security cameras installed, flooring
- gym, maple flooring going down with completion around August 21
- courtyard, weed treatment, curbing complete

Chair Baron asked if there were any questions?

Mr. Wade asked for an update on the fire rated glass. Shipment was on Monday and the contractor is on site all week working on frame. Window work on August 21 then allow another week to complete.

Ms. Priestner mentioned on July 13 there was a tour and several issues were placed on a punch list. Have we made progress on any of these items? Mr. Van Voorhis mentioned they have been working on these using a shared Google Doc. Chair Baron mentioned the Construction Subcommittee will review all the items as well.

**IV. OPM Report - Mr. Tavares gave updates from the OPM Report dated July 28, 2021.**

**New Campground Well** - All inspections have been done and all applications have DEP approval. On July 22, DEP issued an approval letter for the new bedrock well known as Well #1 (Campground). This week Agostini will do final tie-ins at WES and change over water supply. When connections are completed pipes will be re-flushed, pressure tested and disinfected.

**Library Well** - All required applications have been approved by DEP, except for the Water Treatment Plant System. Library well is on hold until the water treatment system is approved. Tata and Howard submitted a proposal for \$44,400 for a Pilot Study of the water treatment system as part of the DEP approval process.

Mr. Tavares displayed a letter from Tata and Howard explaining what is required for the Pilot Testing of the Library well bringing the total contract to \$120,500.

Discussion took place on why this was not in the original plans. Requirements from DEP were not known at the time. Mr. Cass is concerned about water costs and asked if this was the last expense dealing with water.

A motion was made to approve \$44,400 for Tata and Howard to perform Pilot Testing. Motion by Tracy Priestner, seconded by Shana Shufelt, all were in favor, motion passed  
David Cass opposed

**Fire Rated Windows** - Item was shipped on July 27<sup>th</sup> and expected to arrive July 29 or 30. Agostini will complete the installation by August 30.

**FF&E Status** - Some of the furniture items are in place, everything is going as planned with remaining pieces arriving the first week of August.

**Technology Equipment Bid Status** - Coordination meetings and installations are ongoing. Mr. Tomah gave an update at this time. All interactive TV's are hung and they are waiting for 8-10 more. They are wrapping up the networking equipment. There is a delivery issue with the Wi-Fi access points being September and December. Alternatives are being discussed. The mixer located in the auditorium may not be in stock.

Chair Baron asked if different components are needed? Mr. Tomah's plan B is to use access points from the old school and supplement by purchasing outright until new ones arrive. Mr. Tomah estimates cost to be \$35,000. This will allow Wi-Fi to be used throughout the building. Chair Baron asked what happens to the access points from the old school when the purchased ones arrive? Mr. Tomah said they can either utilize a trade-in value or give them to the town for their upgrades.

Discussion was held on the timeline to purchase equipment. Mr. Tomah stated they were ordered in June from EPLUS Networking Company and are now backordered by HP. Mr. Tomah is waiting for an update from the company tomorrow.

A motion was made not to exceed \$35,000 to fund access points for Wi-Fi connectivity.

Motion by Jeffrey Wade, seconded by James Hartnett, all were in favor, none opposed, motion passed

Mr. Tavares continued with the OPM Report:

**Move Management** - Moving crates are scheduled for August 19 and 20. Staff will be moving into school week of August 23.

**Substantial Completion** - Occurs when progress is sufficiently complete in the contract documents. This is also when warranties commence and when the Owner takes ownership of the insurance costs and maintenance of the building. The architect will issue the Certificate of Substantial Completion, and requires signatures of the Owner, Architect and Contractor. The Certificate may include exceptions and be accompanied with a list of incomplete or deficient items (Punch List). Final Completion is expected to be achieved within 90 days of Substantial Completion.

**Certificate of Occupancy** - This is issued by the local Building Inspector once inspections are performed for life safety. In addition, affidavits are submitted by the architect, engineers and contractor confirming that the building was constructed in accordance with the contract drawings and specifications, and with all applicable local, State and Federal regulations. Sometimes a

Temporary Certificate of Occupancy (TCO) may be given and is good for a certain amount of time, to allow partial occupancy, if portions of the building are not ready to be occupied.

Mr. Gilchrist added there are two dates for Substantial Completion. One for the building and one for the fields / site work. Completion dates are November 2021 through Spring 2022 for all remaining sitework, fields and lawns to be accepted.

Mr. Wade asked if there is any effect with retainage? Mr. Tavares clarified when the contractor achieves Substantial Completion the punch list gets monetized then gives the contractor 5% retainage. There is partial or full reduction of retainage after Substantial Completion.

Mr. Gifford shared as soon as we go along with the Certificate of Occupancy warranties kick in. The Building Inspector should be taking a look at the punch list and see that items are completed in due time.

Mr. Van Voorhis shared that JLA and Agostini are working on the punch list right now and there are 1,200 items. The punch list will come back 3 times. Affidavits will be done in order to issue a Certificate of Occupancy. The punch list will receive a dollar value to the remaining items.

Ms. Priestner asked if ADA is part of the normal inspection or does someone special come in? Mr. Van Voorhis mentioned there are lots of pieces, mechanical, structural engineers, and ADA deals with the architect and engineers being responsible. Ms. Priestner wants to be sure the building meets all requirements for the community. Mr. Van Voorhis has a responsibility to oversee this as well as the Building Inspector.

**CM Contract Extension** - Agostini Construction has requested an extension of time until August 30, 2021 (from August 2) due to a delay with the fire rated windows. This time will allow them to complete the work. The revised date of Substantial Completion for the building will now be August 30, 2021. The cost for General Conditions is \$93,130.23, which will give another month for Project Management, Field Personnel, Safety Consultant, Temporary Utilities and Trailer Rentals. Approval is recommended for Change Order #18 in the amount of \$93,130.23 with a net credit of \$6,869.77.

Mr. Cass asked if the flooring and millwork that is not completed be affected? Mr. Tavares reported they discuss schedules weekly and all spaces will be ready for occupancy at end of August.

Mr. Gilchrist noted there have been a number of changes (40-50) that were requested recently. For example, add data and electricity to several spaces, add treads and risers to the stairs outside the Media Center. They still will be doing work when the school opens, however the building needs the fire rated windows in order to open. Mr. Gilchrist is confident to be done with the major pieces so students can come in as scheduled. Bleachers will be installed August 23.

**Change Order #16** - PCOS are all under \$25,000 and have been approved.

**Change Order #17**- Mr. Van Voorhis listed items for Change Order #17. Five additional roof ladders not in the original contract documents, exterior duct enclosures, crete defender (reduces permeability of sidewalks and extends life), walking track surface, and stair treads. A total cost of \$181,722.49 for all 5 changes. Change Order #17 total is \$232,171.57.

Mr. Vieira expressed concerns with the ladders and stair treads and asked why this was not in the design. Mr. Van Voorhis explained 2 years ago when the project was overbudget changes were made to carve 13 million dollars out of the project. It was noted the ladders are not needed to be up to code. Mr. Vieira mentioned the architect should have some financial responsibility. Chair Baron mentioned the design meets code and they were taken out and now they are being placed back in.

A motion was made to accept Change Order #17 in the amount of \$181,722.49 for a total amount of \$232,171.57.

Motion by Jeffrey Wade, seconded by Shana Shufelt.

Discussion took place. Mr. Vieira questioned if the stair treads will be included and requested an explanation. Mr. Van Voorhis said the documents have conflicting information, the RFI was done a year and a half ago. After a building tour took place a request for a PCO to change it to rubber was made.

A motion was made to amend approval of \$27,270.56. for the stair treads in Change Order #17.

Motion by Jeffrey Wade, seconded by Shana Shufelt, all were in favor motion passed

### **Change Order #18**

A motion was made to approve Change Order #18 in the amount of \$93,130.23 with a net credit of \$6,869.77.

Motion by James Hartnett, seconded by Tracy Priestner all were in favor, motion passed

Ms. Priestner requested an update on the outdoor overhang and wants to be sure the funds will be coming out of the SBC budget and this item is part of the school building project. Discussion was held on this going before the Design Subcommittee with an action to get estimates and funding. Chair Baron requested that Mr. Viveiros put something together for this item.

Ms. Priestner worked with Mr. Levi on substitution of upholstery on chairs and is looking for confirmation that this is on track and on schedule. Mr. Van Voorhis will check on this.

Ms. Stanton Cross requested to revisit price and installation for adding tile to the bathrooms. This item is important especially with all the cleaning disinfectants now being used. Mr. Van Voorhis mentioned the use of FRP panels / plastic sheets for easier cleaning. He mentioned that tile is not compatible. They would need to redo the finish, gypboard and replace with a different substrate. A PR can be drawn up but timing would not be before school begins. Mr. Viveiros mentioned the original plans had painted walls, tiles were too expensive. Mr. Van Voorhis explained the original plans had VM epoxy paint and tile on the wet walls. Ms. Stanton Cross would like this to be reviewed. Mr. Hartnett said they are pricing out the wet walls now. After a walking tour this was brought up.

Mr. Tavares continued with the OPM Report and reviewed the following:

**Change Order Management Summary, Contingency Allowances, Pending PCOs and Contingency Status Report through Change Order #16.**

## **Project Budget**

MSBA Reimbursement Status

Total Project Budget:	\$ 95,942,759
Total Payment Requests Submitted to Date (45):	\$ 76,811,465
Maximum Total Facilities Grant:	\$ 38,014,400
Total MSBA Payments Issued to Date:	\$ 31,047,488
Percentage of Reimbursement Rate/Effective Rate:	49.47% / 40.78%
Current Payment Request Amount (PR-45):	\$ 1,708,409
Pending MSBA Payment (PR-45): \$ 845,150	
Percentage of Total MSBA Grant Paid to Date*:	82.69%

\*Approximately \$4.6M remaining of MSBA reimbursement to 95%

When 95% of grant MSBA will hold 5% for an audit.

**V. Architect Updates** - Mr. Van Voorhis reported they are busy working on the punch list items. Their primary focus is to have the school building occupied September 7 by the students.

**VI. Superintendent's Report** - Mr. Aubin thanked Mr. Tavares and Ms. Jolly for setting up a building tour for the Administration Team. The Admin Team is working on an Emergency Operating Plan and they are requesting another tour for Thursday. Mr. Aubin would like the building open for teaching staff on August 30 to get staff acclimated with the building. They are discussing items such as MERV filters, tennis court and walking track and fire plan. Moving will take place on August 19 and 20.

Chair Baron requested OPM Mr. Tavares to coordinate faculty entry for August 30.

Mr. Gilchrist mentioned UV and MERV filters will be completed by opening of school. There are 3 layers of filters.

**VII. Subcommittee Updates** - There were none.

## **VIII. Action Agenda**

- a. Review and approval of Proposed Change Orders that exceed \$25,000 - Done above.
- b. Approval of Change Orders and Associated Proposed Change Orders - Done above.
- c. Approval of the June 9, 2021 School Building Committee Minutes -  
A motion was made to accept the School Building Committee Minutes for June 9, 2021.  
Motion by James Hartnett, seconded by David Cass, all were in favor motion passed  
Shana Shufelt and Tracy Priestner abstained

## **IX. Set next meeting date -**

**Next Virtual SBC Regular Scheduled Meeting** - August 11, 2021 - 6 pm.

**Future Virtual SBC Meetings** - August 25, 2021, September 15, 2021, October 20, 2021, November 17, 2021, December 15, 2021 - 6 pm.

**Future Virtual Steering Committee Meeting** - August 3, 2021 at 9:00 am.

**Future Virtual Design Subcommittee Meeting** - TBD

## **X. Adjourn** - A motion was made to adjourn.

Motion by Tracy Priestner, seconded by Shana Shufelt, all were in favor, motion passed  
The Virtual School Building Committee Meeting ended at 8:12 pm.

