

**East Haddam School Building Committee Meeting
February 22, 2006
Adopted March 8, 2006**

Call to Order

The meeting was called to order by Todd Moss at 7:02 p.m. at the Nathan Hale High School - Room 117.

Roll Call

Attendance

Members present:

Todd Moss
Melissa Ziobron
David LaFemina
Kerri Willis Budzik
Mary Beth Mordecai
Dana Barnes
Craig Parker
John Gibson

Member absent:

Denise Gable

Others present:

Jennifer Mangiagli, KBA
Tom DiMauro, Newfield Construction
Bob Celmer, KBA
Shirley Judge
David Scata, Board of Education
Allan Burr

Meeting Format Discussion

Mr. Moss informed the Committee, that during meetings, they can call a point of order if they feel that the meeting is not adhering to the agenda. Mrs. Ziobron stated the writing of the agenda's should include a timeline as requested by Dana Barnes and that the agenda's are not consistent with previous month's agenda. She stated handouts/information should be received by Committee Members, in advance, so that they can prepare for the topics of discussion. Responsive to a question by Mrs. Budzik, Mrs. Ziobron replied the current agenda should contain the specific topics which will be discussed under New Business. Mr. Barnes stated he agreed with Mrs. Ziobron, that it would be best to receive paperwork which would be handed out during meetings, prior to the meeting. It was the consensus of the Committee that future agenda's will be changed to include one audience of citizen's to the end of the meeting. Mrs. Ziobron stated of the importance of the content of the agenda for informing the public of the content of the

meeting. Mr. Moss stated that Committee Member's can request changes to the agenda and it can be re-posted up to 24 hours in advance. Mrs. Budzik referred to the Robert's Rules of Order with regards to the agenda and New Business.

Motion by Mrs. Ziobron to add 2/7/06 Town Summons to New Business and Timeline under Construction Manager Report. Seconded by Mr. Barnes and unanimously passed.

Approval of Minutes

Motion by Dana Barnes to approve the minutes of February 8, 2006 meeting amended as follows. Seconded by John Gibson.

- Page1, under Approval of Minutes, insert "Mrs. Budzik stated she would be abstaining to the approval of the minutes because she departed early from the meeting."

Favor: LaFemina, Budzik, Mordecai, Barnes, Parker

Abstained: Ziobron, Moss

Motion passed

Audience of Citizens

There were no people to contribute to the Audience of Citizens at the time it was offered.

Old Business

BOE Report

Mrs. Ziobron stated that the consensus of the Board of Education is to not make any changes to the FF & E as a budgetary item; however it is going to be revamped due to changing technology. Mrs. Ziobron informed the Committee that inventory is still being cataloged in a determination of what can be brought over to the new school. The capital improvements plan and Dr. Durham's out reach program for the transition into the New School was discussed.

Construction Manager Report

Tom DiMauro briefly reviewed the construction schedule with Committee Members. Mr. DiMauro informed the Committee that the final budget would be reported at the March 8th meeting. He stated that an Inland Wetlands hearing is scheduled for March 16th. He stated that an outside review needed to be accepted. Mr. Moss stated that KBA was drawing up a RFP for the OSF and Code Review. Responsive to a question by Mr. Barnes, Mr. DiMauro responded the budget needed to be approved by the Building Committee and the Board of Education prior to submittal to OSF. Mr. Barnes questioned Mr. DiMauro if the budget which would be presented during the March 8th meeting

would need to be approved that evening. He responded yes, that it would not just be an approval of the budget but of the whole project. Craig Parker stated that the budget and the whole project are interdependent and that the budget is based on the drawings as they exist on that day. Responsive to a question by Mrs. Ziobron, Mr. DiMauro replied that the budget would not be complete before the March 8th meeting date. The RFP will require 30 days for completion. The bidding period begins May 9th and bids are due June 8th. The state date can not be changed without affecting the timeline. Mr. Moss stated that the method of town acceptance would be the decision of the Selectman. Considerable discussion ensued with reference to the construction schedule.

Ms. Mordecai, Mr. Gibson and Mrs. Ziobron stated that they would prefer to go out for trade contractor bids prior to referendum. It was stated that the project would be finished January 2008 (a 16 month schedule), but that it does not allow for punch lists, moving over furniture, phone system installation, computer set up etc, which could add additional months onto the project's completion and move in date. Responsive to a question from Mr. Barnes, Mr. DiMauro responded that it is not feasible to move the children into the new school at the end of January 2008. Mrs. Ziobron informed the Committee that the Board of Education can be flexible with the move in date provided there is enough advance notice for preparation. Mr. Barnes stated that getting trade contractors bids prior to referendum would affect the time line adversely and that the current budget owner's contingency would take care of any possible additional costs, if they should occur. He stated that the timeline should be met for a January move in date. Mr. DiMauro stated that a town referendum could delay the project completion date. Committee Members stated that the last referendum had a 3 week turn around time.

Mr. Moss informed the Committee that the current market conditions for construction are unpredictable and as the year progresses more projects in Connecticut will deplete the current labor pool. He stated that caution should be made if costs are given to the town prior to going out to bid. Mr. Moss stated that it is optimistic to consider the move in date to be January 2008. Mr. Gibson stated that a summer date would be a more orderly move. Mrs. Ziobron stated that the move in date is a decision for the Board of Education to make and not the School Building Committee. Mrs. Ziobron stated that she did not see a positive referendum without bottom line numbers.

Craig Parker stated that the Committee had made a commitment to the town for a January 2008 move in date. He stated of the Board of Education's commitment to adhere to the January 2008 move in date. He stated to meet that goal; the project will be within the 5% contingency range, given the timeliness of the bid documents. He stated there is a 3% contingency for FF & E, a 3% contingency for the CM fee and a 4% escalation. He stated that the March 22nd town meeting will give the Committee a good idea if they should go out to bid prior to referendum. He informed the Committee that there is no way the project can solicit bids prior to referendum and meet the January 2008 move in date. Committee Members discussed the option of going out to bid prior to referendum and made the decision to wait until after the March 22nd meeting to make a final decision.

Architect Report

Jennifer Mangiagli informed the Committee that the Inlands and Wetlands Commission had accepted the submission and will hold a public hearing March 16th, 2006 at 7p.m. at the Town Grange. She stated that concern was raised about the emergency access road crossing some wetlands. She stated KBA is looking at alternate plans to revise the access road. Mr. Moss stated they had questioned the necessity of the emergency access road, had requested a landscaping plan and information about surrounding parcel's wetland habitat. Mrs. Mangiagli informed the Board that the Inlands and Wetlands Commission requested the costs associated with a Sillimanville Road access. She stated that off site road improvements have not been calculated and a traffic study has not been performed so KBA was unable to provide any information. Mr. Moss informed the Committee that it was stated at the Inlands and Wetlands meeting that the location of the road is not the decision of the Commission, that their decision should be based on the effect of the wetlands. BL and Company, Fred Thumm and Dr. Steve Durham are in the process of writing recommendations to the best location of the main access road. Mrs. Mangiagli stated the Commission requested an allocation of the full parcel of land to the school, municipal and open space. They were referred to get the information from the Board of Selectman.

Mr. Moss stated that the DEP had requested WMC to add additional test data for the septic system. VHB will perform the additional survey work. Mr. Moss stated it would be a reimbursable charge because it is a change to the contract. Septic approval can not be made without the additional test data. Responsive to a question by Mrs. Ziobron, Mrs. Mangiagli replied that the well locations will be reviewed.

Motion by Mr. Barnes to allocate \$3,400 to VHB for additional services. Seconded by Ms. Mordecai and unanimously passed.

The final estimate for the State will be submitted during the March 8th School Building Committee meeting. Responsive to a question from Ms. Mordecai, Mrs. Mangiagli replied that putting air conditioning into the documents would be considered a redesign, additional services would be \$45,000 and would require an extra month on to the timeline for the redesign. The redesign would not need to be complete for state submission but would need to be finalized for the bidding process. The total cost would be approximately \$450,000 to air condition the additional spaces including redesign fees, materials and escalation.

The Planning and Zoning submission is scheduled for February 14th. Responsive to a question by Mrs. Ziobron, Mr. Moss responded affirmatively that Planning and Zoning and Inlands and Wetlands Commission will be reviewed concurrently. Mr. Moss stated when the revised Traffic Study is distributed; he will send it to Committee Members.

New Business

Summons to Town

Committee Members discussed the summons to the town. Mrs. Ziobron stated she was disappointed with the lack of communication by the Selectman. She referred to an article in the Middletown Press. She questioned what the summons effect would be on the project. Mr. Moss responded that Selectman Parker informed him to move forward with the project until it is decided. Mrs. Ziobron stated of the importance of knowing the implications of the summons prior to the March 22nd informational meeting with the public. Mr. Moss stated that questions about the summons should be referred to the Selectman. He stated that he did not know what the response as a Board should be. Ms. Mordecai stated that when Committee Members are asked, they should reply that the Attorneys are working on the summons, and the Committee should proceed as if it will not impede the project as advised by the Selectman. Mrs. Budzik stated that the situation was unfortunate, but that there were certainly legal approaches to addressing the issue. Responsive to a question by Mrs. Ziobron, Mrs. Budzik responded that she was not legal counsel to the town and didn't want to speculate on what strategy the town might employ, as that was a decision to be made by the town and its attorneys. Responsive to a question by Mr. Barnes, Mr. Moss responded that the Board of Selectman and Board of Finance will be asked to attend the March 22nd meeting.

Determination of Next Meeting

The next scheduled meeting will be March 8, 2006 at 7 p.m. at the Nathan Hale High School – Room 117.

Audience of Citizens

There were no people to contribute to the Audience of Citizens at the time it was offered.

Other Discussion

Committee Members reviewed and revised a press release regarding the March 22nd meeting and a flyer to be sent home to students.

Adjournment

Motion by Ms. Mordecai 8:45 p.m. to adjourn. Seconded by Mr. Barnes and unanimously passed.

Filed at Selectman's office

Attendance

Tape Cassette Recording of Meeting

Press release

Flyer for students