

Committee Members

Councilman Gene Nocera, Co-Chair
Councilwoman Jeanette Blackwell Co-Chair
Councilman Philip Pessina Vice-Chair
Kristy Byrd
Sheila Daniels
John Giuliano
Richard Pelletier
John Phillips
Theodore Raczka
Stephen Zarger
Anita Dempsey-White

Committee Staff

Dr. Michael Conner; Superintendent
Marco Gaylord; Director Operations
Elise McDermott; Finance and Budget
Peter Staye; Director Facilities
Erin Thazhampallath; Secretary

Meeting Minutes

*****Online WEBEX*****

Woodrow Wilson Building Committee

Monday, January 25, 2021

6:00 P.M

Members Present: Councilman Gene Nocera
Councilwoman Jeanette Blackwell
Councilman Philip J. Pessina
Stephen Zarger
John Giuliano
Sheila Daniels
John Phillips
Theodore Raczka
Kristy Byrd
Anita Dempsey-White
Richard Pelletier

Staff Present: Marco Gaylord; Director Operations
Peter Staye; Director Facilities
Elise McDermott; Finance
Erin Thazhampallath; Secretary

Others Present: Hristo Miljovski, Project Engineer, O&G Industries
Joe Vetro; Project Manager, O&G Industries
Mark Jeffko, Project Exec, O&G Industries
Randall Luther; TSKP
Michael C. Scott; Senior Architect, TSKP
Jeannette O'Connell; TSKP

Members of the Public: Patrick Mckenna
Lisa Dipiro

1. **Councilman Gene Nocera, Co-Chair calls the meeting to order at 6:03pm.**
Motion by Councilman Philip Pessina and seconded by Councilwoman Jeanette Blackwell to amend the agenda and remove item 5.2E under Invoice Approval. This was already covered in the Eversource bill so we do not need to add this amount. In conversations with Peter Staye and Joe Vetro we were able to work this out and remove.
Motion passed unanimously.

2. **Councilman Gene Nocera calls for a Motion to Approve the Meeting Minutes of December 28, 2020. Motion by Councilwoman Jeanette Blackwell and seconded by John Phillips.**
Motion passed unanimously.

3. **Public Comments:** Patrick McKenna is online and states he is looking forward to reading the sustainability report from the last meeting which will be included in the approved meeting minutes from last month's December meeting.

4. **Construction Updates and Action Items:**
 - 4.1 **Workflow Status: In Progress**
 - A. **O&G Status Update:** Joe Vetro; Project Manager, presents to the Committee the Monthly Progress Report. The total funds available out of the construction contingency funds have reduced by about \$107,000.00 since the last time we met. For this month we only have one item for approval.
 - Items for approval CM Contingency Items:
PCO #90: RFI-98 - Kitchen Equipment in the amount of **\$1,372.00**. This is for power for this equipment. There are 4 added outlets added within the kitchen area to allow for the kitchen staff to be able to use portable items.

Councilman Gene Nocera calls for a motion to approve PCO #90 for a total of \$1,372.00 against the CM Contingency. Motion by John Phillips and seconded by Councilman Philip Pessina. Motion approved unanimously.

Councilwoman Blackwell asks Vetro what our percentage completion is at this point in the project. Vetro states that we are showing the project completed at 61%.

Councilmen Nocera, Blackwell, and Pessina commend O&G and TSKP for their hard work and diligence in keeping this project on track and moving the project forward even with COVID obstacles.

Sheila Daniels asks Vetro if 61% is where we are expected to be. Vetro says we are right where we need to be.

B. TSKP Status Update:**a. FF&E package for submission to the Office of School Construction Grants.**

Randall Luther; TSKP states that when the project budget was put together it was anticipated that we would largely need new FF&E. We budgeted for this and used a general recognized standard to help us gauge the furniture cost. We estimated at that time about \$1,600 per student. At that time the specs called for 919 students so when you did the math that brought us to \$1,470,000.00. Once the project went into construction the estimate was recast and the amount of students was rounded to 900 which then brought us to 1.44 million. After construction the district got notice that the Thomas Edison Middle School would be closing and our enrollment would be going up to around 1000 students. We are providing furniture for 1125 students which brings us to 1.8Million. We aren't asking for that amount. Jeannette O'Connell; TSKP has worked hard with Marco Gaylord and other staff to work on a package that is close to budget. O'Connell states that she has worked really close with the administration to make sure that they are covered. TSKP presents to the committee the FF&E package of the building and furniture. The total budget amount was \$1.44M and right now we are at \$1.473M, the difference is \$33,000.

TSKP reviews the cost worksheet. O'Connell points out that there are some ineligible reimbursement items: Wasta baskets are not reimbursable and the same with the fitness equipment. We wanted you to be aware of what you would not be reimbursed for which is at a cost of about \$68,000.

John Phillips asks about the durability of the casters on the equipment. O'Connell states that there is a 5 year warranty on these and TSKP reviewed the quality of these items to test the durability. John Giuliano had also asked about how these casters would be on the floors and TSKP explained that things that roll, like casters, are better on the flooring. Phillips also asks if the equipment for cleaning services have met that crew's expectations. TSKP explains that she was given a list and went by that. TSKP is still working with the state to determine where they are able to purchase those items, through the state contract, or to find something equal.

Richard Pelletier asks if there is an ability to lock those casters for persons with disabilities. TSKP explains that the chairs do not lock but the desks do. Mostly the accommodations for persons with disabilities are for wheelchairs. There are chairs used throughout the building with a sled base which could have felt glides. If there is a special need in a classroom we can have a designated chair in that classroom. Pelletier states that it sounds like, if the need arises, those chairs and accommodations are available.

John Giuliano states that he has many questions. He will ask a few and email the rest. He was wondering what type of material standards are used as far as formaldehyde, flame retardant ect. TKSP explains that there are standards that talk about the weight the chairs can hold and they look at things that are durable and easy to clean and all those things are looked at in the selection process. Giuliano states he is concerned about the lack of seating in the library. There

does not seem to be much seating. TSKP states there are 16 seats at tables and 16 at the taller counters. Guiliano and Sheila Daniels express that they would like to see more seating available in the library. The committee expresses some ideas to make more space available in the library. Michael Scott; TSKP states that the idea for the library is that there is a variety of work environments and from a monitoring statepoint it works to put the low seats in the front and the higher desks in the back.

Councilman Gene Nocera asks TSKP to consider adding more seating. Classes as high as 25 could be in need to use the library. Jeannette O'Connell says in order to accomplish that we may need to eliminate some shelving. TSKP states that there are over 25 seating options, if you are adding the seating in the back. The only real option is to take out shelving. Scott states that it is something they can study and go over with the FF&E committee and Librarian again.

Sheila Daniels states that this was a trade off with the Innovation lab and she asks if there is somewhere else in the building that the need could be met to bring multiple classes together and accomplish what possibly the size of the library cannot. Daniels states that, compared to what we currently have, we are losing out on the ability to bring multiple classes together but asks for some reassurances that there are other areas where this can be accomplished. Scott and O'Connell state that there are a lot of spaces and teaming up opportunities for this to be accomplished.

Sheila Daniels asks about the ICM room and asks if that is typical of what is seen elsewhere. Councilman Nocera states that the FF&E committee met with the staff but Nocera agrees that we want to be certain that philosophically we design a room that we support. We want to be certain that the administration and teachers have collaborated on the space, equipment and purpose of the ICM room. We would like to bring that back to the FF&E committee to discuss. Marco Gaylord states that he will revisit that with the administration and the team. Gaylord states that concerning the library there are other large spaces within the building that classes can use: the interior lecture hall, the innovation lab, the auditorium and other rooms with expandable walls as well as the cafeteria. Gaylord states that he will address these questions and concerns with Cheryl Gonzalez.

Kristy Byrd poses questions about the weight room and PE office. She states that she's not sure if the equipment was what the PE department was looking for. Gaylord states that the PE teachers/department met and it is his understanding that they came to a conclusion on the space. Gaylord states that there is some flexibility here but this was the outline based on what was given to him. Gaylord will send Byrd the information and discuss further with her. Byrd states that there is some concern on the space of the PE office and if there is adequate space to meet with students as well as storage/office space. TSKP states that they could possibly put overhead shelves above the desk. Byrd expresses that she has some frustrations about this space and the need. Councilwoman Blackwell states that possibly we could send these specific questions and have an opportunity to look at this more extensively and raise these questions apart from this meeting. Gaylord states that he can meet with Kristy Byrd and those in the PE

and Athletic department. Councilwoman Blackwell states that she wants to create space and opportunity for these questions. Blackwell asks how soon TSKP needs to get this over to the State for approval. TSKP states that they would like approval from the committee tonight and there is work that needs to be done after approval to get to the state in time on February 17th. It is important to get this done quickly. Councilman Gene Nocera states that we can move forward with the budget. The accommodations and modifications can be made within that budget.

Motion by John Phillips to approve the FF&E package for submission to the Office of School Construction Grants with a budget of \$1,473,000.00. Seconded by Councilwoman Jeanette Blackwell. Motion passed unanimously

Sheila Daniels states that she wants to make sure it is in the Minutes that we approved the budget and honor the budget request but we want to be thorough when it comes time to the actual items that need to be ordered. Daniels states she understands the time constraint but it is important to give this the time it needs.

This motion sets the budget but does not order the furniture.

TSKP needs to bring a completed package to the state by February 17th and will be presenting a package to the BOE on February 9th. We will need a special meeting on February 8th at 6pm to meet on this topic again.

Councilman Philip Pessina expresses concern if we really need a special meeting or if this will delay the project. Councilman Gene Nocera states that he feels it's important to have the special meeting and Daniels states that we will work within the confines of the TSKP timeline to make sure there is no delay to TSKPs presentation to the State. Pessina asks TSKP if we can get the document to the State on time if we move this to a Special Meeting. O'Connell states that if the committee meets on Feb 8 then they would have one day to prepare to present to the BOE. Councilwoman Blackwell states that she feels it is very important to move forward with the special meeting. The areas of question are: The library, The ICM room, The Fitness Office and equipment selection. Gaylord states that he is working on sending emails and getting some of these questions answered on some of these areas, ICM, Library, Fitness room and PE office as well as custodial questions.

The Building Committee will meet on February 8th at 6pm for a special meeting.

5. Financial Report:

5.1: Financial Update: Elise McDermott; Financial report and update. Everything is status quo. There are a couple things in process. There are some Change Orders in process and the only thing she wants to bring to TSKPs attention is the IMTL and Michael Horton Purchase Order. The PO is starting to get low. There is still money left but at the next meeting we might need to consider a Budget Transfer based off of what they bill us for moving forward.

5.2: Invoice Approval: Motions read for approval by Councilwoman Jeanette Blackwell

- A. Motion by Councilman Philip Pessina and seconded by Councilman Gene Nocera to approve O&G Invoice #18 in the amount of \$2,669,020.31. Motion passed unanimously.**
- B. Motion by Councilman Philip Pessina and seconded by Councilman Gene Nocera to approve Eversource Trailer Utility Bill 12/30/2020 in the amount of \$997.98. Motion passed unanimously.**
- C. Motion by Councilman Philip Pessina and seconded by Councilman Gene Nocera to approve Eversource New Meter Utility Bill 12/30/2020 in the amount of \$4,013.88. Motion Passed unanimously.**
- D. Motion by Councilman Philip Pessina and seconded by Councilman Gene Nocera to approve Eversource Meter 370 Hunting Hill 01/04/2021 in the amount of \$52.80. Motion Passed unanimously.**
- E. Removed from the Agenda: (Eversource 372 Hunting Hill Connection in the amount of \$1,600.56)**
- F. Motion by Councilman Philip Pessina and seconded by Councilman Gene Nocera to approve the Committee Secretary Timecard December 2020 - January 2021 in the amount of \$275.00. Motion Passed unanimously.**
- G. Motion by Councilman Philip Pessina and seconded by Councilman Gene Nocera to approve the Committee Finance/Budget Timecard December 2020 - January 2021 in the amount of 13 Hours. Motion Passed unanimously.**
- H. Motion by Councilman Philip Pessina and seconded by Councilman Gene Nocera to approve TSKP Invoice #32 in the amount of \$100,193.55. Motion Passed unanimously.**

6. Discussion: Councilman Philip Pessina presents the items for Discussion.

6.1: Innovation Lab Update: Joe Vetro; O&G states that this is moving along and is on track.

6.2: Community Recreation Facility Update: This is now the Community Recreation Warming Center Facility. This title was added to receive funding from the state bond commission. The construction will happen in three separate phases. Phase one will begin after September 2021, based on conversations with our Finance Department. A good chunk of the work will be the cafeteria in the back. There was a meeting with the Fire and IT recently. It was a productive

meeting . The IT concern is that the center needs to be fully integrated with the city system. They will be calling Joe Vetro to have a tour of the facility. We met with fire representatives as well about what they are going to do in the facility and what will be salvaged from the existing school.

6.3: Neighbor request for publication of site plan update: An updated picture is presented with a view from the south east corner which is now on the website.

7. Motion by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to Adjourn the meeting at 8:05pm. Motion passed unanimously.

Respectfully Submitted,

Erin Thazhampallath
Recording Secretary