

**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 Middle School Building Committee**

**Monday, June 29, 2020**

**6:00 P.M**

**Members Present:** Councilman Gene Nocera  
Councilwoman Jeanette Blackwell  
Richard Pelletier  
Stephen Zarger  
Theodore Raczka  
John Giuliano  
Sheila Daniels  
John Phillips

**Members Absent:** Councilman Philip J. Pessina  
Kristy Byrd  
Anita Dempsey-White

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

**Others Present:** Hristo Miljovski, Project Engineer, O&G Industries  
Joe Vetro; Project Manager, O&G Industries  
Randall Luther; TSKP  
Mary-Lynn Radych; TSKP  
Mark Jeffko, Project Exec, O&G Industries

1. **Councilman Gene Nocera, Co-Chair calls the meeting to order at 6:00pm.**
2. **Councilman Gene Nocera calls for a Motion to Approve the Meeting Minutes of May 20, 2020. Motion by Jeanette Blackwell and seconded by Sheila Daniels to approve the minutes of the meeting of May 20, 2020. All those in favor: Gene Nocera, Jeanette Blackwell, John Giuliano, Richard Pelletier, Steven Zarger, Theodore Raczka, Sheila Daniels, John Phillips. Motion passed unanimously.**

### 3. Construction Updates

#### 3.1 Workflow Status: In Progress

A. **O&G Status Update:** Joe Vetro; Project Manager, O&G Industries presents to the Committee the Monthly Project Report. As far as the physical work in the field we have been working on structural steel in area A, that will wrap up in the next couple of weeks. We are beginning and prepping for the elevated slabs in area A. In area B the trades are getting started and the metal stud interior framing and masonry has started. Area C masonry and sheet rock has started on the ground floor.

Councilman Gene Nocera interrupts to ask if anyone from the public is attending the Webex meeting and would like to address the committee... No one from the public is in attendance.

We are 21% through the physical construction and the sitework is at about 35%. The total funds available have gone down slightly from \$2,153,000.00 to \$2,122,000.00.

Sheila Daniels asks Joe Vetro if the physical construction percentage completed is typical and are we behind or on time...how is it looking?

Vetro states that we are holding our ground and are on time and we will meet our schedules. The percentage completed is where we would expect to be.

Councilman Nocera commends O&G because they had some ground to make up with the pandemic and they have made up the ground and are exactly where we should be which is amazing. Sheila Daniels states that she shares Nocera's comments on all the work that has been done. Vetro states that it has been a great team effort along with TSKP and the committee.

Joe Vetro presents the Items for approval:

- PCO #38 is the axillary gym roof drain piping. The roof drains were coming down as one pipe and would not fit within the wall so it needed to be split down into two different lines at a total cost of **\$3,185.00**.

- PCO #39 was the added smoke detectors per the Fire Marshalls request at a cost of **\$66,531.00**.
- PCO #40 is for the audio visual changes to add a large number of receptacles and AV throughout the building at a cost of **\$52,097.00**.
- PCO #41 is for the change to the flush valve. This is where Peter Staye requested we eliminate the motion sensors which would give us a credit back of **\$8,837**.
- PCO #42 is for fixture changes and venting. This is for the emergency eye wash additions where they were originally to be the standard kind with a pull station and shower head overhead which is easily manipulated accidentally. We went to an inwall product where you have to physically pull it down to make use of it. These are in the 9 science rooms and will cost **\$13,009.00**.
- PCO #43 is for the underground power and cable for **\$319,319.00**. This item is going to be tabled at this time. TSKP and O&G haven't finalized the numbers with the trade contractors and thoroughly vetted it out so it will be pushed out into next month.
- PCO #44 is for temporary sinks because of COVID the Governor requires hand wash sinks for all of the workers so we have had to put in temporary sinks around the project for a cost of **\$3,681.00**.
- PCO #46 is for RFI-245 Smoke and Strobe at Lobby. This is over and above what the Fire Marshall had requested but he added this in later after talking with them for a total of **\$722.00**.
- PCO #47 is for Footing Drain Cleanouts. The footing drains run around the interior side of the building at the main gym and near the auditorium and in those locations we put in cleanouts to be able to access them for a total of **\$5,026.00**.
- PCO #48 is for Alternate 8 Provide Welded/Flanged Pipe vs Grooved. This was an Alt add at bid time however it was not accepted when the GMP was presented so the total cost for this is **\$180,565.00**.

This is all of the items that would be going against the owner contingency.

Sheila Daniels asked if PCO #40, the changes to the AV, were at O&Gs request or suggestion. Vetro states that this is probably made by TSKP to the Owner. Mary-Lynn Radych; TSKP states that this was a coordination issue between Electrical. Daniels asks if Peter Staye's change to the Flush Valve will hinder anything. Vetro states that this reduces maintenance because those sensors can be very sensitive and will add a lot of maintenance. If the building loses power they are not backed up by the generator and then we would lose the bathroom usage which would be a problem if the building was ever needed for an emergency. Daniels asks if there is any concern with the Science Lab fixture

changes and if there would be a concern for staff or student safety with those changes. Vetro states that this will not hinder safety and are still easily used. Councilman Gene Nocera asks if these numbers will be reduced and Vetro states that these are the reduced numbers with the exception of PCO #43.

Randall Luther; TSKP asks about PCO #48 Provide Welded/Flanged Pipe vs Grooved which was not accepted originally and Luther states he is worried about where we stand with these changes. The money is disappearing fast and this is a big ticket item. Councilman Gene Nocera states that prior to tonight's meeting the subcommittee met with Joe Vetro and Mary-Lynn Radych and there will be a meeting next week with them on contingency. We are putting aside PCO #43 which is the big item. Luther states that PCO #43 will still have to happen though. Nocera continues that the subcommittee met and it is clear that all of these items need to be implemented. Joe Vetro states that it was requested to use the welded pipe so we can avoid leaks in the future. The groove pipe will develop small leaks through the seasons and Peter Staye states that he believes we discussed and approved this in a previous meeting and we were all in agreement. Luther is concerned about the contingency considering there is an Innovation Lab that we approved and we have 75% of the job still to do. We may have to start looking at the O&G contingency. Randall Luther will meet with the group as a whole when they further discuss this against the contingency because he is concerned that money is moving quickly.

**Motion by Sheila Daniels and seconded by Richard Pelletier to approve O&G Change Order and Budget Transfer #38-48 (with the exception of CO #43) in the amount of \$315,979.00 against the owner contingency. All those in favor: Gene Nocera, Jeanette Blackwell, John Giuliano, Richard Pelletier, Steven Zarger, Theodore Raczka, Sheila Daniels, John Phillips. Motion passed unanimously.**

The next items are against the CM Contingency.

- PCO #37 Spandrel Pan Firestop Box Contingency. These were not purchased at the time of buy out when we awarded contracts. This issue is at the window curtain wall system where spandrel glass in the space between the elevated slab and that curtain wall has a pan stuffed with mineral wool and fire qualk and we need to add in boxes to go all the way around the curtain walls for a cost of **\$23,064.00**.
- PCO #45 is RFI-233 Wall Type Change Contingency which is a material cost change of **\$255.00**.
- PCO #49 ASI-9 - Steel Changes Contingency we had to lower the steel down to create a drop floor with a cost of **\$7,538.00**.

These will go against the O&G contingency and is a 0 cost change.

**Motion by Jeanette Blackwell and seconded by Richard Pelletier to approve O&G Change Order #37, #45, and #49 against the construction contingency. All those in favor: Gene Nocera, Jeanette Blackwell, John Giuliano, Richard Pelletier, Steven Zarger, Theodore Raczka, Sheila Daniels, John Phillips. Motion passed unanimously.**

**B. TSKP Status Update:** Randall Luther; TSKP and team presented the color submissions to the BOE administration: Peter Staye, Marco Gaylord and Lisa Puorro and ran through the color pallet for the entire project and will present to the committee the color pallet that was arrived at for the school. These were well received and approved by the BOE. The color pallet is presented to the committee. John Giuliano asks if these are the absolute color choices. Giuliano states that while he appreciates all the hard work that went into this he is not a fan of the color choice in particular the Black and Gold or the Green and Orange. He does like the gray and sandstone. Giuliano states that it is a beautiful building but he doesn't see that this color pallet reflects a Middle School. Randall Luther explains that the Administration made the decision that the school colors will not be changed even if the school name changes. Luther states that he understands the hesitation of the colors and that it's very subjective but the other thing that constrains us are the colors provided by the manufacturers and the concept of three pods and graduated color schemes and it limited us to the colors that will achieve the look we were going for. Given the color lines we had to work with these were the best options. Giuliano states that he appreciates the hard work that went into this and just wanted to be honest with his opinion.

#### **4. Action Items:**

##### 4.1 - Eversource Easement and Title Search Quotes:

- First American Title Insurance Company provides search, and title insurance for the easement (in lieu of a certificate of title, which Eversource will accept): \$5,000 - \$8,000 plus title insurance in the amount of \$458.00.
- Second, the quote from Attorney Cholewa, an experienced title searcher, who upon completion of the search will issue a Certificate of Title: \$2,100.

Councilwoman Jeanette Blackwell reads the action item and Theodore Raczka explains that Eversource requires the legal right to go on the property to access their line and this is typical in real estate transactions. Blackwell asks Peter Staye to clarify where this action item originated from for clarity. Peter Staye states that this was raised by the town legal department for the discussion of the easement that Eversource wanted to make sure that we are the owner of the property. Blackwell states that there are two options on the table and we need to move on this. Out of the two options which one would the committee want to move forward on? Raczka states that he believes we should benefit local businesses and CT corporations if whenever possible and First American Title is not a CT corporation and he believes Attorney Cholewa is in house counsel for them. Raczka respectfully thinks we should look at CT owned corporations and there are a number of attorneys in our county

that will do an excellent job and provide a small cost savings. Even a small cost savings is worth looking at and he thinks it's worth taking a couple of days and a phone call to explore local options.

**Motion by Sheila Daniels to table this item and go on the advice of Theodore Raczka for further assistance. Seconded by Gene Nocera. All those in favor: Gene Nocera, Jeanette Blackwell, John Giuliano, Richard Pelletier, Steven Zarger, Theodore Raczka, Sheila Daniels, John Phillips. Motion passed unanimously.**

## 5. Financial Report:

**5.1: Financial Update:** Elise McDermott; Finance and Budget, presents the Financial Update Report. McDermott has a couple of questions. One would be PCO #43 which is for the underground power and cable. There is a Change Order that will be coming from Malone and Macbroom for \$4,620.00 and wonders if that is coordinated with this CO. Randall Luther; TSKP states he has not seen the breakdown of PCO #43 but that amount from Malone and Macbroom should not be in there. McDermott states that there is currently a utility pole relocation and construction amount of \$170,000.00 and is that part of the \$319,000.00? Joe Vetro states that the \$170,000.00 was just a place holder and you can change that over to \$319,000.00 until we have a different price. Vetro states that the \$319,000.00 does not include Eversource charges and we will see a charge from them in the amount of roughly \$65,000.00. McDermott asks TSKP about PCO #39. There is a \$5,500.00 estimate from a previous meeting and is this a TSKP fee for PCO #39 and will we get a Change Order for this? TSKP states that the \$5,500.00 is related but separate from this PCO. McDermott has a question about the innovation lab but will address that during the discussion item to see if there is any idea of cost associated with that.

### 5.2: Budget Transfer and Change Orders

- A. **Motion by John Phillips and seconded by Gene Nocera to approve TSKP Budget Transfer and Change Order for FF&E (Furniture, Fixtures, and Equipment) in the amount of \$120,000. All those in favor: Gene Nocera, Jeanette Blackwell, John Giuliano, Richard Pelletier, Steven Zarger, Theodore Raczka, Sheila Daniels, John Phillips. Motion passed unanimously.**
- B. **Motion by Gene Nocera and seconded by Theodore Raczka to approve MHAI Additional Square Footage for Innovation Lab Budget Transfer and Change order (2,000 + TSKP Markup) in the amount of \$2,200. All those in favor: Gene Nocera, Jeanette Blackwell, John Giuliano, Richard Pelletier, Steven Zarger, Theodore Raczka, Sheila Daniels, John Phillips. Motion passed unanimously.**
- C. **Motion by Gene Nocera and seconded by Richard Pelletier to amend the TSKP GeoInsight Budget Transfer and Change order to include the 10% TSKP markup fee.** John Phillips asks for a brief from Randall Luther as to what this is for. Luther states that

GeoInsight is on call to deal with any onsite subsurface conditions. They come when O&G has concerns or questions. Phillips asks if this service will continue. Luther states that once we get into the next segment of sitework we will need them and they are guiding us on a slab that is being corrected and are helping to diagnose the cause.

**Motion passed unanimously. Motion by Jeanette Blackwell and seconded by John Phillips to approve the Budget Transfer and Change order for TSKP: GeoInsight (geotechnical observations) additional construction services (\$400.50 + TSKP Markup) in the amount of \$440.55.**

### **5.3: Invoice Approval**

- A. Motion by John Phillips and seconded by Gene Nocera to approve O&G Invoice #11 in the amount of \$3,384,195.94. All those in favor: Gene Nocera, Jeanette Blackwell, John Giuliano, Richard Pelletier, Steven Zarger, Theodore Raczka, Sheila Daniels, John Phillips. Motion passed unanimously.**
- B. Motion by Jeanette Blackwell and seconded by John Phillips to approve the Eversource Trailer Utility Bill in the amount of \$764.95. All those in favor: Gene Nocera, Jeanette Blackwell, John Giuliano, Richard Pelletier, Steven Zarger, Theodore Raczka, Sheila Daniels, John Phillips. Motion passed unanimously.**
- C. Motion by Jeanette Blackwell and seconded by John Phillips to approve the Eversource New Meter on Hunting Hill Avenue in the amount of \$58.32. All those in favor: Gene Nocera, Jeanette Blackwell, John Giuliano, Richard Pelletier, Steven Zarger, Theodore Raczka, Sheila Daniels, John Phillips. Motion passed unanimously.**
- D. Motion by Jeanette Blackwell and seconded by John Phillips to approve the WWBC Secretary Timecard in the amount of \$350. All those in favor: Gene Nocera, Jeanette Blackwell, John Giuliano, Richard Pelletier, Steven Zarger, Theodore Raczka, Sheila Daniels, John Phillips. Motion passed unanimously.**
- E. Motion by Jeanette Blackwell and seconded by John Phillips to approve TSKP Invoice #25 in the amount of \$43,644.98. All those in favor: Gene Nocera, Jeanette Blackwell, John Giuliano, Richard Pelletier, Steven Zarger, Theodore Raczka, Sheila Daniels, John Phillips. Motion passed unanimously.**
- F. Motion by Jeanette Blackwell and seconded by Richard Pelletier to amend the agenda to include BVH Invoice #8 in the amount of \$2,250.00. Motion to approve BVH Integrated Services Invoice #7 in the amount of \$4,500.00 and BVH Invoice #8 in the amount of \$2,250.00 All those in favor: Gene Nocera, Jeanette Blackwell, John Giuliano, Richard Pelletier, Steven Zarger, Theodore Raczka, Sheila Daniels, John Phillips. Motion passed unanimously.**

## 6. Discussion

**6.1: Innovation Lab:** Marco Gaylord enters the discussion and states that the BOE is excited and would like this lab to be part of the completion of the Innovation vision from Elementary on into the High School. Natalie continues to look for additional funds to help outfit the middle school and high school rooms that are being developed. Gaylord states that at the next meeting he can share with the committee what the lab will look like. Gaylord asks if we got any quotes in on the completion of the space. Gene Nocera states that Joe Vetro gave him a price of \$72,000.00 for the steel work. Joe Vetro states that the pricing came in this afternoon but it has not been reviewed yet. There is a conversation around if we can move to accept pricing that does not exceed \$72, 000.00. John Phillips states that he will abstain from this vote, being an addition to the project, and having not been at the last meeting Phillips does not believe he has the knowledge to properly vote on this item. Sheila Daniels states that she will also abstain from the vote since she does not believe voting on this follows the correct process. Daniels states that she does not want to hinder the process but she wants to follow the correct protocol. Theodore Raczka states that he supports Daniels position on this especially since this just came in today and has not been vetted. Joe Vetro states that we are building masonry and the more walls that go up the more obstacles that will come up. If this is held up it could hold up the building process. John Phillips asks if we are putting the building project in danger by tabling this item. Randall Luther states that he understands the procedure but this is a fast moving project and it is an obstacle if this gets delayed. Jeanette Blackwell states that keeping in mind items that come to the table at the last minute we will need to amend the agenda at the beginning of the meeting. Richard Pelletier states that it sounds like it would be advisable to vote now on a budget for the innovation lab that does not exceed \$72,000.00 as to respect the timeline of the building project as well as allow for the pricing to be properly vetted. **Councilman Gene Nocera makes a motion to move forward on the innovation lab steel work that does not exceed \$72,000.00. Seconded by Richard Pelletier. All those in favor: Gene Nocera, Jeanette Blackwell, John Giuliano, Richard Pelletier, Theodore Raczka. All those that abstain: John Phillips, Sheila Daniels, Steven Zarger. Motion passed.**

John Phillips asks for an email that will bring him up to speed on the innovation lab.

**6.2: South Fire District Request for Areas of Rescue:** South Fire were positive and thankful for resolving this issue on both sides of the equation and a good plan was developed

**6.3: Existing WW Cafeteria Structure:** Nothing to report at this point. The Landmark report will hopefully be in by August and Councilman Gene Nocera will share that when he receives the full report.

- 7. Motion by Gene Nocera and seconded by Jeanette Blackwell to Adjourn the meeting at 7:39pm. All those in favor: All those in favor: Gene Nocera, Jeanette Blackwell, John Giuliano, Richard Pelletier, Steven Zarger, Theodore Raczka, Sheila Daniels, John Phillips. Motion passed unanimously.**

Respectfully Submitted,

Erin Thazhampallath  
Recording Secretary