

**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, August 30, 2021**

**6:00 P.M**

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

**Members Absent:** Anita Dempsey-White  
John Phillips  
Kristy Byrd

**Staff Present:** Peter Staye; Director Facilities  
Elise McDermott; Finance  
Erin Thazhampallath; Secretary

**Others Present:** Joe Vetro; Project Manager, O&G Industries  
Randall Luther; TSKP  
Michael C. Scott; Senior Architect, TSKP  
Catherine Lechowicz; Recreation and Community Services  
Paul Pizzo, Landmark Architects

**1. Councilman Gene Nocera, Co-Chair calls the meeting to order at 6:04pm.**

**Motion** by Councilman Gene Nocera and seconded by Councilwoman Jeanette Blackwell to amend the agenda for Invoice Approval of BVH Integrated Services Invoice #2119113.00-10, Fisher Scientific Invoices #7902526 & #9919807, Red Thread Invoice #867095, Atlantic Computing Invoice #7380, and John Watts Associates Invoice #11566. Motion passed unanimously.

**2. Approval of the Minutes:**

**2.1:** Councilman Gene Nocera calls for a **Motion** to Approve the Meeting Minutes of July 26, 2021. Motion by Councilman Philip Pessina and seconded by Richard Pelletier. Motion passed unanimously.

**3. Public Comments:** No Public Comment

**4. Construction Updates and Action Items:**

**4.1 Workflow Status: In Progress**

**B. O&G Status Update:** Joe Vetro; Project Manager presents the monthly summary sheet. The report is showing our contingency funds down to \$676,013.00. Councilman Nocera reminds the committee that this number is the construction contingency and Elise McDermott states that the owners contingency is at \$766,102.52.

Councilman Gene Nocera states to the committee that all the Items for Approval have been brought before the subcommittee and properly vetted.

- Items for approval against CM Contingency:

<b>PCO #190 Additional Access Panels in Wood Ceilings</b>	<b>For a total of \$3,029.00</b>
<b>PCO #191 Moving the Kitchen Hood - WD Sullivan</b>	<b>For a total of -\$1,279.00</b>
<b>PCO #192 Remove Camera from Wood Ceiling at 3rd Floor</b>	<b>For a total of -\$367.00</b>
<b>PCO #193 ASI-030, Added Gypsum Soffit at Aux Gym Doors</b>	<b>For a total of \$1,402.00</b>
<b>PCO #194 SKA-075 and 076, Gypsum Soffits in #129A</b>	<b>For a total of \$3,306.00</b>
<b>PCO #195 RFI-615, Changing Table at Toilet 240C</b>	<b>For a total of \$7,278.00</b>
<b>PCO #196 1.5" Wall Angle at Ceiling Radiant Heat Panels</b>	<b>For a total of -\$5,384.00</b>
<b>PCO #197 ASI-077R, Gypsum Enclosure in Room #225</b>	<b>For a total of \$820.00</b>
<b>PCO #198 Remove and Reinstall Speakers and Strobes</b>	<b>For a total of -\$1,071.00</b>
<b>PCO #199 Premium Time for Drywall Work</b>	<b>For a total of \$1,159.00</b>
<b>PCO #200 ASI-82, Entry Doors @ Pod</b>	<b>For a total of \$6,500.00</b>
<b>PCO #201 Earthwork Stockpile</b>	<b>For a total of \$23,000.00</b>
<b>PCO #202 Additional Fencing Along East Side</b>	<b>For a total of \$110,448.00</b>
<b>PCO #203 Security System @ The Existing School</b>	<b>For a total of \$32,854.00</b>
<b>PCO #204 Data Cable &amp; Rack System @ The Existing Building</b>	<b>For a total of \$32,320.00</b>

<b>PCO #205 Security Camera System @ The Existing Building</b>	<b>For a total of \$74,193.00</b>
<b>PCO #206 Fire Alarm System @ The Existing Building</b>	<b>For a total of \$90,000.00</b>
<b>PCO #207 Kitchen Equipment Coordination</b>	<b>For a total of -\$2,184.00</b>
<b>PCO #208 Gym Equipment Coordination - OWI Contractors</b>	<b>For a total of -\$2,586.00</b>
<b>PCO #209 Temporary Roof Drain Piping</b>	<b>For a total of \$496.00</b>
<b>PCO #210 RFI-173, Appliance Changes</b>	<b>For a total of \$4,308.00</b>
<b>PCO #211 ASI-89 - Stamped Asphalt</b>	<b>For a total of \$34,963.00</b>

**Motion** by Councilman Philip Pessina and seconded by Councilwoman Jeanette Blackwell to approve O&G PCO #190 - PCO #211 against the CM contingency. Motion passed unanimously.

### **C. TSKP Status Update:**

**Items for Approval:** Michael Scott; TSKP presents to the committee an update. FF&E staff have been out and working with Peter Staye to make sure all the pieces are brought in and put together for the students arrival. A few pieces are being tracked and are coming in later in the project and everyone is updated on the supply chain. The building will be up and ready in the next five days. There was a shortage of some items for the digital displays and technology but we will have the backbone of the technology in place.

Councilman Nocera asks Scott about the bricks from the old school and how those will be displayed. Scott explains that there will be a strip of bricks from the old building on the east and west that students and staff step over upon entering the new building. Councilman Pessina suggests a way to communicate this design to people so they understand that the former Woodrow Wilson was not disregarded and was incorporated into the new building. Scott states that they can incorporate this notation around the site on the interpretive panel signage in the lobby.

Councilman Gene Nocera asks about any outstanding items for the committee to look at and vote on; exterior digital signs and additional signage monitors for each 'house' in the building. Scott explains that TSKP has done some design work on the exterior digital signage and that will be brought before the committee next month. Each 'house' inside the building will have its own digital display as well and TSKP will have construction pricing for that next month. The last piece was a desire to look at outdoor classroom venues to allow for more flexibility for use of the campus over time. TSKP has been looking into this and will present pricing to the committee. Peter Staye adds that Planning and Zoning have given approval for additional parking at 310 and 311 Hunting Hill and there is also a pending matter of a storage shed in the back of the building. Those are two items that are still pending.

## **5. Financial Report:**

**5.1 Financial Update:** Elise McDermott; Financial report and update. McDermott

updates the committee on an Eversource solar work wire transfer in the amount of **\$2,569.60** that was already approved and processed by the Chairs of the Committee.

McDermott updates the committee that the committee is having a hard time receiving Eversource bills for the project. There is an Eversource Invoice with a very large balance and there is no explanation for those charges. Erin Thazhampallath and McDermott have been trying to obtain the information in order to pay or rectify these bills but are not receiving any information. McDermott asks for how they should proceed? Peter Staye and Joe Vetro state that they can work together to get this taken care of. Councilman Pessina states that once this is rectified to have the Chairs of the committee notified and updated and to consult with the City Finance Director if no movement is made.

### **5.2 Budget Transfers and Change Orders:**

- A. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve a Budget Transfer and Change Order for Martin Moving for a total of **\$4,400**. (Additional Moving Day for Keigwin). Motion passed unanimously.
- B. Motion** by Councilman Gene Nocera and seconded by Councilman Philip Pessina to approve a Budget Transfer and Change Order invoice approval for IMTL in the amount of **\$3,514.50**. Motion passed unanimously.

### **5.3 Invoice Approval: Motions read for approval by Councilwoman Jeanette Blackwell**

- A. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve O&G Invoice #25 in the amount of **\$3,390,769.02**. Motion passed unanimously.
- B. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve Eversource Current New Meter Utility Bill (5188-541-9093). Motion passed unanimously.
- C. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve Eversource Current Meter 370 Hunting Hill (5150-270-9025). Motion passed unanimously.
- D. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve Eversource Current Natural Gas (5732-092-9045). Motion passed unanimously.
- E. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve the Committee Secretary Timecard July 2021 - August 2021 in the amount of **\$225.00**. Motion passed unanimously.

- F. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve the Committee Finance/Budget Timecard July 2021 - August 2021 in the amount of **9 Hours**. Motion passed unanimously.
- G. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve TSKP Invoice #39 in the amount of **\$40,000.00**. Motion passed unanimously.
- H. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve Atlantic Computing Invoices (#7440) in the amount of **\$17,664.00..** Motion passed unanimously.
- I. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve TRC Invoice 479772 in the amount of **\$5,151.00** and Invoice 485049 in the amount of **\$22,320.00**. Motion passed unanimously.
- J. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve FF&E Invoice for W.B. Mason in the amount of **\$253,433.68**. Motion passed unanimously.
- K. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve FF&E Invoice for Fisher Scientific (Invoice 7185880 and 6724630) in the amount of **\$764.71** and **\$464.60**. Motion passed unanimously.
- L. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve FF&E Invoice for Interscape Commercial Environments (Invoice #10072) in the amount of **\$119,813.64**. Motion passed unanimously.
- M. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve FF&E Invoice for Insalco Corporation (Invoice #9480 and #9508) in the amount of **\$980** and **\$95,110.08**. Motion passed unanimously.
- N. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve BVH Integrated Services (Invoice # 2119113.00-10) in the amount of **\$15,750.00**. Motion passed unanimously.
- O. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve FF&E Invoice for Fisher Scientific (Invoice 7902526 and 9919807) in the amount of **\$1,612.23** and **\$1,250.00**. Motion passed unanimously.
- P. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve John Watts Associates (Invoice #11566) in the amount of **\$57,808.50**. Motion passed unanimously.

**Q. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve Red Thread (Invoice #867095) in the amount of **\$129,088.37**. Motion passed unanimously.

**R. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve Atlantic Computing Invoices (#7380) in the amount of **\$106,023.00**. Motion passed unanimously.

## **6. Discussion:**

**6.1: Innovation Lab and Reimbursement by Board of Education:** Councilwoman Jeanette Blackwell updates the committee that the lab equipment and furniture has arrived and needs to be installed and set up. Everything is looking good on this front. Councilwoman Blackwell updates that the Chairs will be meeting with the BOE to talk about the reimbursement in the agreed upon amount of **\$209,000.00**.

**6.2: Chain link fence around school perimeter:** This has been voted on tonight during the PCO items presented by O&G.

**6.3: Additional BOE Parking: Planning and Zoning Approval:** Peter Staye updates the committee that we offered a revised layout of the parking lot at 311 Hunting Hill to Planning and Zoning which was accepted but they have requested we provide construction documents for plan review. Those drawings were done today by the City Engineer. We will also have to attach how many people will be parking in those lots and we will be resubmitting as soon as that information is ready. Theodore Raczka asks for clarification on who will be using these spaces, administration or staff? Staye states that it will be a mixture of staff. The lots in and around Beman are devoted to faculty and staff of Beman. The Beman lots however, remove the north parking lot from the BOE which leaves a shortage for administration, visiting faculty, and transient administrators. Theodore Raczka states that the committee's charge is to spend money toward the benefit of the school and is concerned about building a parking lot toward BOE administration. Raczka states that this should be an administrative cost to consider. Councilman Norera states that the City Director of Finance shares that concern and this is not a reimbursable expense and this concern will be looked at. The goal is to get a parking lot but we will have to work out the details of where that money comes from, potentially a road bond but it will need to be looked at further.

**6.4: Building Committee Plaque:** The two drafts of the plaque are presented to the committee. There is extensive conversation regarding the design and display of names. There is discussion on the names that need to be added of past committee staff and members and whether or not titles and headers should be included or removed. Should all past staff, including prior administration that was in place when the project began be included? Would it be beneficial to have a plaque for the committee and an additional plaque representing the

Board of Education. TSKP will take all those comments back and redesign to add changes and have the committee review again.

**6.5: Community Recreation Facility Update:** Councilman Gene Nocera updates the committee that they are working toward a council meeting and workshop on September 7th for a power purchase agreement. This is important because it goes toward having the building solar covered with a generator and warming center abilities for the community.

**6.6: Start of School: September 9, 2021 with the Grand Opening November 19, 2021**

**7. Motion** by Councilman Gene Nocera and seconded by Councilwoman Jeanette Blackwell to adjourn the meeting at 7:40pm. Motion passed unanimously.

Respectfully Submitted,

Erin Thazhampallath  
Recording Secretary