

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, September 27, 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
John Phillips
Kristy Byrd

Members Absent: Anita Dempsey-White

Staff Present: Marco Gaylord; Director Operations
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
Hristo Miljovski, Project Engineer, O&G Industries

1. Councilman Gene Nocera, Co-Chair calls the meeting to order at 6:02pm.

2. Approval of the Minutes:

2.1: Councilman Gene Nocera calls for a **Motion** to Approve the Meeting Minutes of August 30, 2021. Motion by Councilman Philip Pessina and seconded by Stephen Zarger. 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 construction percentage complete is at 92%. This is largely due to the small addition on the side of the existing building. Total funds available have gone from \$827,531.00 to \$384,265.00.

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:

PCO #212 ASI-86 - Irrigation Water Connection	For a total of \$42,900.00
PCO #213 RFI-664, Exit Signs Per Fire Marshal	For a total of \$2,837.00
PCO #214 ASI-90, Music Storage Walls	For a total of \$4,507.00
PCO #215 RFI-675, Structural Roof Support @ Existing Building	For a total of \$1,723.00
PCO #216 RFI-681, Additional Data Ports	For a total of \$5,544.00
PCO #217 RFI-679, Boiler Room Gas & Smoke Detection	For a total of \$3,479.00
PCO #218 ASI-92, Additional Interior Shades	For a total of \$7,217.00
PCO #219 RFI-666 & 668 Added Power & Light Controls	For a total of \$908.00
PCO #220 RFI-659, Elevator A Power Monitoring	For a total of \$871.00
PCO #221 Power for IDF Fire Damper, Area A	For a total of \$626.00
PCO #222 RFI-667, Hang Sign & Plywood Urinal Partitions	For a total of \$2,323.00
PCO #223 Added Soffit Framing & Sheetrock	For a total of \$874.00
PCO #224 Unsuitable Soil - North Parking Lot	For a total of \$20,209.00
PCO #225 ASI-81, Concrete Pad @ Loading Dock	For a total of \$7,932.00
PCO #226 RFI-673, Catch Basin on Hunting Hill	For a total of \$2,046.00
PCO #227 Additional Lockers	For a total of \$70,000.00
PCO #228 Monument Sign	For a total of \$110,000.00
PCO #229 Interior Billboard Display Signs	For a total of \$100,000.00
PCO #230 Outdoor Classrooms (This will be tabled for the time being when we see where we are with our contingency funds)	For a total of \$150,000.00

Motion by Councilman Gene Nocera and seconded by Councilman Philip Pessina to approve O&G PCO #212 - PCO #229 against the CM contingency. Motion passed unanimously.

C. TSKP Status Update:

Monthly Update: Randall Luther; TSKP presents to the committee an update. Luther adds that one of the items we just voted on for O&G to approve was the adding of additional lockers. There was a suspicion during the project that the enrollment number at Beman was going to be higher than the original projected number, with the closing of Thomas Edison School. TSKP and the Chairs had reached out to the State to inform them that the terms had changed from the original grant application. The allowable square footage was based on 919 students and we are currently running at 1,030. TSKP and Councilwoman Blackwell appealed to the State about the circumstances and asked them to change the terms of the grant and square footage to accommodate the additional students. The State has responded and has accepted the towns request to use the larger enrollment number in the grant calculations. The original projected reimbursement was 42.6 million and it will go up from that to about 45.4 Million. This is great news and we should all be very happy.

Michael Scott; TSKP updates the committee about the FF&E needs as a result of the increased enrollment. TSKP is seeking approval for additional FF&E equipment and design fee from the owners contingency to add furniture to rooms that were originally not intended to be classrooms. The additional pieces will not be available until Spring but we don't want to wait to order these items.

Kristy Byrd asks TSKP if there is additional furniture to replace broken furniture. Scott states that anything broken, not by users, would be under warranty. The request above will be comprehensive of additional equipment for the classrooms not furnished. This was not anticipated in January and February with the original FF&E proposal.

Sheila Daniels asks if the spike in additional students and classroom needs have displaced teachers. Marco Gaylord states that teachers have not been displaced.

Councilman Gene Nocera asks if we could build in the cost of additional chairs, if some have been broken by users, into the FF&E additional order. Can we have a vote of 'not to exceed' in order to capture all the needs? Michael Scott recommends a vote not to exceed \$55,000 so we can move forward and make sure we get a lead on these items. Kristy Byrd asks if we can get chairs without rollers. Scott states that we could get a conversion kit. This option was reviewed but not selected during the FF&E selection process. Byrd states that there should be a survey to teachers to see what is working and what is not working. Scott states that he will reach out to Marco Gaylord and Peter Staye to make sure concerns are being addressed. Staye states that there is a punch list email address where staff can still submit concerns and needs. Byrd states

that she is grateful to TSKP and O&G for all the hard work and dedication they have shown to this project.

Motion by Councilman Gene Nocera and seconded by Councilman Philip Pessina to add additional funds for a change order and budget transfer, not to exceed **\$55,000**, for the additional TSKP FF&E package.

Theodore Raczka states that he is in favor of this motion and states we should still continue to be careful of things we are approving but he does approve of this. Motion passed unanimously.

5. Financial Report:

5.1 Financial Update: Elise McDermott; Financial report and update. McDermott asks Michael Scott how soon we can get a list of these additional FF&E items in order to move forward with the change orders. Scott states that his team is ready to go and will send it to Elise.

McDermott wants to make note that there was an additional expenditure sent out for payment this month for Eversource account #5150-270-9025 in the amount of **\$5,735.00**. McDermott asks how we should move forward with the remaining usage balance of **\$117,057.19**. This balance will require additional funds to be transferred into the utility line. Joe Vetro met with Eversource and they took a look at the three current meters. Eversource is going to get back to Vetro and Peter Staye on the status of those accounts.

Peter Staye gives a summary on the Eversource account balance in question. Eversource was billing the project on an estimated usage amount when the meter was first established. In a commercial account there are multiple rates available to the customer depending on how much they use. For the first few months they billed us on that estimated amount and then the time came where they billed the project on the actual consumed amount. However, In the most current Eversource Invoice they had not taken into account our past payments. We will be paying the Eversource balance on this account when we have an accurate balance of usage and past payments. Councilwoman Jeanette Blackwell states that we will revisit this in October as well as the topic of when these Eversource bills are transferred out of the Building Project.

Councilman Gene Nocera asks what our Owner's Contingency is. McDermott states that it is \$758,188.02. McDermott states that even though we are not paying the utility balance until next month, we still need to account for that amount when looking at the contingency.

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 ICM Room Additional Chairs. RH Lord Quote #34603 in the amount of **\$926.50**. Motion passed unanimously.

- B. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve a Budget Transfer and Change Order for Additional Services for IMTL in the amount of **\$6,106.38**. Motion passed unanimously.
- C. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve a Budget Transfer and Change Order for Additional Services for GeoInsight services in the amount of **\$1,286.47**. Motion passed unanimously.
- D. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Philip Pessina to approve a Budget Transfer and Change Order for Additional Funds Transfer into the Utilities Line Item for Eversource Bills. 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 Gene Nocera to approve O&G Invoice #26 in the amount of **\$2,747,432.25**. Motion passed unanimously.
- B. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Gene Nocera to approve Eversource Current New Meter Utility Bill (5188-541-9093) in the amount of **\$4,002.30**. Motion passed unanimously.
- C. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Gene Nocera to approve Eversource Current Meter 370 Hunting Hill (5150-270-9025) in the amount of **\$5,735.00** with an account balance of **\$117,057.19 (current balance not to be paid yet)**. Motion passed unanimously.
- D. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Gene Nocera to approve Eversource Current Natural Gas (5732-092-9045) in the amount of **\$4,668.17**. Motion passed unanimously.
- E. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Gene Nocera to approve the Committee Secretary Timecard August/September 2021 in the amount of **\$275**. Motion passed unanimously.
- F. Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Gene Nocera to approve the Committee Finance/Budget Timecard August/September 2021 in the amount of **17 Hours**. Motion passed unanimously.

- G. **Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Gene Nocera to approve TSKP Invoice #40 in the amount of **\$42,314.50**. Motion passed unanimously.
- H. **Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Gene Nocera to approve TRC Invoice #383426 in the amount of **\$22,398.00** for HazMat monitoring-oversight. Motion passed unanimously.
- I. **Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Gene Nocera to approve Martin Moving Invoice #32608 in the amount of **\$1,706.25** and Invoice #32607 in the amount of **\$11,195.75**. Motion passed unanimously.
- J. **Motion** by Councilwoman Jeanette Blackwell and seconded by Councilman Gene Nocera to approve FF&E Invoice for Hillyard Cleaning Resource (#604428038 in the amount of **\$43,766.14**, #604441220 in the amount of **\$120.00**, #604444857 in the amount of **\$1,199.94**, #604449370 in the amount of **\$99.99**). Motion passed unanimously.

6. Discussion:

6.1: Innovation Lab and Reimbursement by Board of Education: Councilwoman Jeanette Blackwell states that this item will be tabled and discussed at a later date.

6.2: Additional BOE Parking: Planning and Zoning approval: Peter Staye states that the design has been completed and approved by Planning and Zoning in August. P&Z are requiring that we go back for a site plan review. We are now working on getting on the P&Z schedule for this final review. Councilman Gene Nocera states that they have met with Bill Russo and walked the site to look at additional paving and roadwork to use an available bond toward this item.

6.3: Building Committee Plaque: Michael Scott states that the design has been completed and he will resend to the committee with all incorporated revisions.

6.4: Community Recreation Facility Update: Councilman Gene Nocera gives an update. The wall is currently being constructed on the southside of the rec center. The work to repair damage done by demolition is out to bid. Next Monday night the Common Council will look at a comprehensive plan to completely redo the roof and put in solar rather than trying to do this in pieces. This plan will be more cost effective. They are also looking to access the infrastructure bond that was voted through last November. The Center will also be a great area to utilize as a warming center for emergency purposes. The Chairs are confident that this is being done correctly.

Sheila Daniels asks about the gazebo and its permanent location. Michael Scott states that it is not in its final location but as the project moves towards completion it will be put in a critical

position so that it can be seen. Daniels also thanks the Chairs for incorporating the bricks at the entrance of the building from the old Woodrow Wilson building. Councilman Pessina also states that signage was approved so the community knows where those bricks came from and the significance of that design.

Sheila Daniels asks if the issues with technology are being worked out. Specifically, access to the internet and the PA system. Marco Gaylord states that these issues have been addressed and asks Kristy Byrd how the PA system is functioning. Byrd states that the PA system was working today and she has not had a problem with internet access. Gaylord states that he will continue to check in with IT. Daniels asks about the projectors not being mounted on the ceiling and Gaylord states that those are temporary and we are waiting on smart boards once all of the IT equipment comes in.

- 7. Motion** by Councilman Gene Nocera and seconded by Councilwoman Jeanette Blackwell to adjourn the meeting at 7:45pm. Motion passed unanimously.

Respectfully Submitted,

Erin Thazhampallath
Recording Secretary