

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, October 25, 2021

6:00 P.M

Members Present: Councilman Gene Nocera
Councilwoman Jeanette Blackwell
John Giuliano
Sheila Daniels
Richard Pelletier
Stephen Zarger
John Phillips
Kristy Byrd

Members Absent: Councilman Philip J. Pessina
Anita Dempsey-White
Theodore Raczka

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

Others Present: Joe Vetro; Project Manager, O&G Industries
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 6:04pm.

2. Approval of the Minutes:

2.1: Councilman Gene Nocera calls for a **Motion** to Approve the Meeting Minutes of September 27, 2021. Motion by Stephen Zarger and seconded by Councilwoman Jeanette Blackwell. 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 94%. Total funds available have gone from \$384,265.00 to \$188,704.00.

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 #231	Parking Lot Numbering	For a total of \$3,479.00
PCO #232	RFI-611, Tree Grates @ North Parking Lot	For a total of \$17,500.00
PCO #233	RFI-692, Remove and Cap Courtyard Drainage Structures	For a total of \$801.00
PCO #234	RFI-674, Retaining Wall & Tree Removal in Courtyard	For a total of \$7,355.00
PCO #235	Unsuitable Soil @ Under Community Center Foundation	For a total of \$3,404.00
PCO #236	RFI-471, ADA Sidewalk Access Tiles	For a total of \$5,609.00
PCO #237	Oven Warmer Tray Slides	For a total of \$2,792.00
PCO #238	RFI-667, Urinal Screens	For a total of \$8,029.00
PCO #239	RFI-547, Stage Radon Pit Framing	For a total of \$2,079.00
PCO #240	ASI-17, Auditorium Stage Front Framing Change	For a total of \$7,577.00
PCO #241	ASI-79 - Aluminum Mechanical Screens	For a total of \$25,000.00
PCO #242	Mortar Joint Change	For a total of \$9,126.00
PCO #243	ASI-99 - Auditorium Ladder Brackets	For a total of \$11,675.00

Motion by Richard Pelletier and seconded by Councilwoman Jeanette Blackwell to approve O&G PCO #231 - PCO #243 against the CM contingency. Motion passed unanimously.

C. TSKP Status Update:

Monthly Update: Michael Scott; TSKP presents to the committee an update. TSKP continues to monitor the construction on the base project, primarily the auditorium on the main school. They also continue to support O&G as they get the site work completed, as the weather sets in, and enclose the breezeway along the community rec center. They look this week to return to the site and do a review of O&Gs progress on the punch list. The team was also out there this afternoon to return to the punch list of the FF&E items. TSKP is waiting on shelves for the library, items to be installed for the IT infill, and working toward the interior and exterior billboard signs.

Councilwoman Jeanette Blackwell asks if Randall Luther submitted the letter to the state authorizing the additional student enrollment for the school. Councilman Gene Nocera states that the Director of Finance is in possession of the letter and is fully aware of the implications. The actual reimbursement rate has not been established but they are working toward having that established by the end of the month with calculated accurate student enrollment numbers.

5. Financial Report:

5.1 Financial Update: Elise McDermott; Financial report and update. Everything is running smoothly with the owner's contingency at \$711,408.16. Peter Staye and McDermott have talked to Eversource on item 5.2 C Eversource Bill. Eversource is working toward having a corrected bill to the committee with the established rate and reflected past payments. This will be done within the week to establish a current corrected Invoice. Peter Staye explains the rate change to the bill as explained by Eversource and confirms that bills going forward, starting with the September 2021 bill, will be billed to the BOE for a smooth transition.

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

- A. Motion** by Councilwoman Jeanette Blackwell and seconded by John Phillips to approve O&G Invoice #27 in the amount of **\$1,283,745.41**. Motion passed unanimously.
- B. Motion** by Councilwoman Jeanette Blackwell and seconded by John Phillips to approve Eversource Current New Meter Utility Bill (5188-541-9093). Motion passed unanimously.
- C. Motion** by Councilwoman Jeanette Blackwell and seconded by John Phillips to approve Eversource Current Meter 370 Hunting Hill (5150-270-9025) in the amount of **\$19,295.78** with an account balance of **\$130,572.61**. Motion passed unanimously.

- D. Motion** by Councilwoman Jeanette Blackwell and seconded by John Phillips to approve Eversource Current Natural Gas (5732-092-9045). Motion passed unanimously.
- E. Motion** by Councilwoman Jeanette Blackwell and seconded by John Phillips to approve the Committee Secretary Timecard September/October 2021 in the amount of **\$250**. Motion passed unanimously.
- F. Motion** by Councilwoman Jeanette Blackwell and seconded by John Phillips to approve the Committee Finance/Budget Timecard September/October 2021 in the amount of **16 Hours**. Motion passed unanimously.
- G. Motion** by Councilwoman Jeanette Blackwell and seconded by John Phillips to approve TSKP Invoice #41 in the amount of **\$55,597.85**. Motion passed unanimously.
- H. Motion** by Councilwoman Jeanette Blackwell and seconded by John Phillips to approve FF&E for Red Thread Invoice #870148 in the amount of **\$16,230.15**. Motion passed unanimously.
- I. Motion** by Councilwoman Jeanette Blackwell and seconded by John Phillips to approve School Specialty Invoice #208128599729 in the amount of **\$17,432.85**. Motion passed unanimously.
- J. Motion** by Councilwoman Jeanette Blackwell and seconded by John Phillips to approve De Clercq Office Group Proposal in the amount of **\$32,951.97**. Motion passed unanimously.
- K. Item discussed fully in Discussion Item 6.4:**
- Motion** by Councilwoman Jeanette Blackwell and seconded by John Phillips to approve FF&E for R.H. Lord Invoice #34291 payment in the amount of **\$343,400.00 toward the overall balance of \$453,967.09..** Motion passed unanimously.

6. Discussion:

6.1: Innovation Lab Update: No Update

6.2: Additional BOE Parking: Planning and Zoning approval: Peter Staye states that Planning and Zoning have approved all necessary proposals for parking at 310 and 311 Hunting Hill Rd. Councilman Gene Nocera adds that, as the Chair of the Public Works Commission, he will add to the November agenda to discuss the road bond for completing paving to both sides of Hunting Hill avenue and the two small parking lots attached.

6.3: Community Recreation Facility Update: Councilman Gene Nocera thanks the team for their hard work toward the recreation facility. The project calls for us to make whole (not improve) the recreation facility. The north wall and lobby framing is all up and O&G are moving forward to electrical and roof work. Joe Vetro states that they are looking to start again as the weather improves and dries.

6.4: FF&E Casters on Chairs Review of Invoice 5.2 K: Michael Scott explains that the casters on the chairs from the vendor have been isolated and identified as leaking a black material and tracking on the floor. This issue has been isolated to a particular chair/caster. Everyone has been alerted of the situation and the vendors are also aware of the problem but have not yet been able to solve the issue. Peter Staye is also tracking the additional cost for custodial staff to stay on top of the cleaning and maintenance that this has created. Kristy Byrd asks if we can change the rollers to regular chair attachments. Scott states that these chairs may not be convertible and at this time we would like to switch out the casters to ones that are not leaking. Councilwoman Jeanette Blackwell asks for clarification on why we are reducing the payment amount for Item 5.2 K Invoice to the vendor. Scott explains he is advising the committee not to pay the portion of the invoice toward the total cost of the chairs that are not functioning properly.

Sheila Daniels asks Michael Scott why we are not looking toward replacing the chair altogether. Scott states that at this time we are looking toward an incremental solution but that may be an avenue we pursue as we understand all of the options and submit before the committee. Sheila Daniels expresses a concern that this could be an ongoing issue in the future and she would not want to see this recurring long after the project is complete. Councilwoman Jeanette Blackwell and Councilman Gene Nocera agree we need to explore all solutions to make sure this is resolved without further incident.

The original Invoice is for R.H. Lord for a total of \$453,967.09 and TSKP is recommending we pay a total of \$343,400.00 until this issue is solved.

Gene Nocera states that the dedication of Beman is November 19th at 10:30am.

7. Motion by Sheila Daniels and seconded by Councilwoman Jeanette Blackwell to adjourn the meeting at 6:53pm. Motion passed unanimously.

Respectfully Submitted,

Erin Thazhampallath

Recording Secretary