

Town of Stonington
K-12 School Building Committee
Special Meeting Minutes
Tuesday, November 10, 2020
Virtual Public Meeting
4:00 pm – Finance Subcommittee
4:30 – Building Committee
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Members Present: Rob Marseglia, Chairman; June Strunk, Vice-Chairman; Julie Holland, Secretary; Kathy Sanford, Debra Widmer and Bobby Mitchell

Members Absent: George Crouse, Dan Oliverio, Rob Sundman, Wendy Wilbert and Blunt White

Recording Secretary: Sandy Tissiere

Guests and Citizens: Van Riley, Superintendent, Stonington Public Schools; Peter Anderson, Director of Operations and Facilities, Stonington Public Schools; Chuck Warrington, Senior Project Manager, Colliers; Greg Smolley, Studio Director, CT and Senior Project Manager, DRA; John Hawley, Vice President, Building Unit Manager and Nathan Gengarella, Project Engineer III, Gilbane

1. Call to Order – Finance sub-committee

The finance sub-committee met prior to the meeting. Those present were June Strunk, Bobby Mitchell and Chuck Warrington. The meeting was called to order at 4:00 p.m.

2. Adjourn – Finance sub-committee

As there was not any further discussion, the meeting adjourned at 4:27 p.m.

3. Call to Order

Chairman Rob Marseglia called the virtual meeting to order at 4:33 p.m.

4. Seating of Alternates

Bobby Mitchell and Debra Widmer were seated as alternates.

5. Approval of Outstanding Minutes

The minutes of August 24, 2020, August 25, 2020 and September 22, 2020 were presented for approval.

The following motion was made by Julie Holland and seconded by June Strunk:

Motion #1: To approve the minutes of August 24, 2020, August 25, 2020 and September 22, 2020 as presented.

All: Aye

6. Update from Commissioning Agent

- a. DMS – DOA #2 low limit shut-off at 2000 ppm CO₂. CES/Ferguson evaluate/recommend fix
- b. WVSS Room 237 – HVAC resolution results in Area B
- c. DMS Kitchen Exhaust Fan – resolution of HVAC pumping warm air & balance issues
- d. Gymnasium Thermostats – resolution of temperature disparities

These items remain priority items to be addressed after the pandemic.

7. Architect (DRA)

- a. Architect Updates – Solution to nurses office curtain

There was a question asked about an update on the status of the nurse's curtains at Deans Mill School. Nate Gengarella reported the track for the curtains is a special order item and the order had been placed and once it is received, installation can be arranged.

- b. Architect Actions

No actions taken.

8. Construction Manager (CM) (Gilbane)

- a. CM Update – Including:

- 1. WVSS and DMS – Review of punch list items, and completion ECD

Chuck Warrington reported there was meeting held to review the clover problem at West Vine Street School and found the area is now acceptable. The grass in the center of the bus circle isn't taking hold as it is designed to drain so there will be further conversation needed to discuss how to resolve this issue.

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The following remaining items from the Master Issues List were discussed (Attachment #1):

West Vine Street School:

1. The girls and boys changing rooms being used for storage issue has been assigned to building operations and can be closed.
2. In the Sensory Garden there are metal spikes that hold down the sharp edges that should be removed. Julie Holland suggested stone be put around the sharp edges. Chuck Warrington said the pavers were installed per detail, the edges should be recessed to the top of the paver to hold back the paver so it could be a long term maintenance concern. Chuck Warrington said the edging isn't required for sidewalks or asphalt and could be removed. It was discussed who would be responsible to remove the edging.
3. The Sensory Garden memorials are placed too close to the tree trunks and there is a concern the wood will hit the memorials and damage the trees. Julie Holland said it would be great to have Peter Anderson come out to look at these and have the memorials placed further away from the trees and deeper in the ground.
4. A broken latch on the dumpster enclosure that will be discussed in item #10. Chuck Warrington said these latches on this type of fence will be a problem due to the size of the gate. Chuck Warrington suggested the PBC construction be replaced with chain link fencing reinforced with slats and heavy-duty construction.
5. The trees that needed to be replaced were discussed. Chuck Warrington will check to see if these were under warranty when they were first noticed in August.
6. The basketball hoops will be discussed in item #10.

Deans Mill School

1. The nurse's curtains have already been discussed in item #7. a.
2. The changing rooms used as storage has been addressed
3. Locker #73 has a door that sticks near room #125 that needs an adjustment. Nate Gengarella said it needs a slight maintenance adjustment. Peter Anderson said he would take a look at it.
4. The concrete pads by the old entrance and concrete spots by the sidewalk entrance will be discussed in item #10.
5. The area by the entrance where the kids get off the bus which had standing water against the building and mold on the wall was discussed. Chuck Warrington said he, Greg Smolley and Peter Anderson will meet at this area to brainstorm a solution to this problem.
6. There is a dead pine tree that needs to be replaced. Peter Anderson said this wasn't one of the three pine trees that were replaced. This tree was planted under Phase 1 of the project so isn't under warranty.
7. The basketball hoops will be discussed in item #10.

2. DMS – concrete locker base mis-alignment with soffits – Gilbane evaluating resolution - COMPLETE

b. CM Actions

No actions taken.

9. **OPM (Colliers)**

a. OPM Update – discussion topics will include but are not limited to:

1. Invoices and Financial Report (attachment #2)

Chuck Warrington shared the financial summary report saying the remaining balances are in process of reconciliation and at this time, at Deans Mill School, the amount of anticipated savings will be \$2,550,000.00 and for West Vine Street School an anticipated savings of \$1,258,000.00.

The Deans Mill School invoices were submitted for approval as follows: Gilbane, invoice #33, \$206,071.97; Colliers, invoice #7454, \$780.00; CDWG, invoice #28886720, \$1,122.00; CDWG, invoice #2881298, \$20,992.00; CDWG, invoice #2943741, \$2,450.00; CDWG, invoice #3010875, \$988.00 and ABS, invoice #23368, \$590.00 for a total amount of \$232,993.97.00.

The following motion was made by June Strunk and seconded by Bobby Mitchell:

Motion #2: To approve the Deans Mill School invoices, dated November 10, 2020, for a total amount of \$232,993.97.00.

All: Aye

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The West Vine Street School invoices were presented as follows: Gilbane, invoice #33, \$140,637.40; Colliers, invoice #7455, \$780.00; CDWG, invoice #2881300, \$20,992.00; CDWG, invoice #2886721, \$1,122.00; CDWG, invoice #3010876, \$988.00; CDWG, invoice #2943740, \$2,450.00 and ABS, invoice #23367, \$590.00 for a total amount of \$167,559.40.

The following motion was made by June Strunk and seconded by Bobby Mitchell:

Motion #3: To approve the West Vine Street School invoices, dated November 10, 2020, for a total amount of \$167,559.40.
All: Aye

Chuck Warrington discussed the DRA professional services invoices saying these are in compensation for their continued participation and dedication to these projects. There are two proposals up for discussion for a total of \$10,000.00 for each school are for additional construction administration close out services for the year of 2020. Chairman Marseglia spoke of a conversation he had with June Strunk about this saying this payment would be reasonable compensation to DRA for their work and time for helping the committee resolve some of the last issues.

The following motion was made by June Strunk and seconded by Bobby Mitchell:

Motion #4: To approve an additional service supplement of \$10,000.00 to DRA for Deans Mill School for the work they have done through 2020.
All: Aye

The following motion was made by June Strunk and seconded by Bobby Mitchell:

Motion #5: To approve an additional service supplement of \$10,000.00 to DRA for West Vine Street School for the work they have done through 2020.
All: Aye

2. Update on project closeout

Chuck Warrington reported this item is in progress and almost done.

b. OPM Actions

No actions taken.

10. **K-12 BC Items**

a. Replacement of damaged countertops – scheduled for installation – Summer, 2020

This item will be coordinated for installation during the winter break.

b. Final BC walk-through – WVSS – 8/24; DMS – 8/25

These items were discussed in item #8. a. 1.

c. Repairs to dumpster enclosures

Peter Anderson reported that Eagle Fence & Guardrail is redrawing up the plans for the enclosures and he will submit the plan and invoice to the committee when it is ready.

d. AV Equipment – Action to approve \$21k per school for portable AV equipment

e. Audible Fire Alarm on exterior of WVSS and DMS

f. Concrete Pads at old entrance at DMS

Peter Anderson said he is working on coordinating a time to get this done.

g. Basketball nets

As in item 10.f, Peter Anderson is working on coordinating a time to get this done.

h. WVVS – back gate in Sensory Garden

Chairman Marseglia said the Eagle Fence and Guardrail quote included \$1,350.00 to install a double swing gate at West Vine Street School Sensory Garden and asked if this part of the quote could be approved. Julia Holland asked this item be considered for approval as it would benefit school usage of the trails in the woods and additional clean up to the garden that needs to be done this year.

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The following motion was made by June Strunk and seconded by Bobby Mitchell:

Motion #6: To approve the expenditure of \$1,350.00 for West Vine Street School for a double swing gate by the Sensory Garden.

All: Aye

- i. DMS – results of water issues/Aquarion meeting/installation of expansion tank

Peter Anderson reported this issue has been resolved.

11. New Business

Julie Holland asked Peter Anderson about the status of the generators at the schools, if they were working correctly. Peter Anderson answered both generators are tested once a week and they are both on a generator alarm system so if there is a fault, an alarm will go off in the Assistant Principal's office. Peter Anderson continued saying both generators have been working flawlessly. Julie Holland asked about any issues getting Internet outside at both schools. Peter Anderson answered the Internet has just been hooked up in the Sensory Garden at West Vine Street School, there are also Internet hotspot Wi-Fi points around the building that have been installed.

The next meeting will be December 15, 2020.

12. Old Business


There wasn't any old business to be discussed.

13. Adjourn

The following motion was made by Bobby Mitchell and seconded by June Strunk:

Motion #7: To adjourn the meeting at 5:56 p.m.

All: Aye



Julie Holland, Secretary

Item	DATE	ROOM NUMBER/AREA	ISSUE/CONCERN ITEMS ADDED BY BC AFTER 8/24/20 FINAL WALK THROUGH	RESPONSE	BALL-IN-COURT	OPEN/CLOSED	Response by Responsible Party
1	8/24/2020	Exterior	Facade - the 1st "E" in street (Gold lettering on face of the building) is not flush against the siding		SPS	Closed	Item appeared to be fixed when reviewed
2	8/24/2020	Gym	Mats and equipment are stored in the girls changing room. Note: the storage room was locked - and we couldn't look inside		SPS	Open	Rob, we had these areas cleaned out however with COVID requirements for classroom sizes and storage deficits around the district we began using this area. This area is storing gym equipment because we're going to be using half the gym to store extra chairs, desks, rugs etc...
3	8/24/2020	Sensory Garden	metal edging - hold down spikes appear to have sharp edges and SPS/Sensory garden should consider removal of the spikes		SPS	Open	
4	8/24/2020	Sensory Garden	memorials are too close to tree trunks, and as trunks grow - the wood will hit the memorials and damage the trees.		SPS	Open	
5	8/24/2020	Blue Shed	the light on the front of the building does not appear to meet the full-cut-off requirements of the building permit		Gilbane	Closed 9/23/20	Light was adjust to point downward.
6	8/24/2020	Blue Shed	below the light on the front of the building is a junction box with exposed wires (needs a cover plate)		Gilbane	Closed 9/23/20	Scheduled to be completed on 9/23. One of newer custodians mistakenly dumped old soapy floor water on the pavement outside the cafe. This won't happen again
7	8/24/2020	Door C6 (back of building)	pavement appears discolored outside of the building (shown in the picture below). Not sure if this is due to inappropriate dumping or a problem with the pavement		SPS	Closed	
8	8/24/2020	Dumpster enclosure	Door latch broken - consider changing doors similar to what we are doing at DMS - BC will fund repairs/replacement		SPS	Open	
9	8/24/2020	Exterior	have the bollards been operated lately? what is the frequency of testing?		SPS	Open	We usually operate the bollards once a month to cycle them. Why? Was there a problem?
10	8/24/2020	Exterior	Several trees on-site appear distressed or worse (i.e. dead). What is warranty period?	Warranty period has expired	SPS	Open	
11	8/24/2020	Sign at street entrance	Sign at street entrance - loaded with weeds - needs to be weeded and mulch installed (hopefully prior to first day of school)		SPS	Closed	I had directed the custodial staff to hold off on the sign because I thought this area was under warranty. Angelo has been anxiously awaiting my go ahead.
12	8/24/2020	Exterior	Light pole near street sign (at entrance) - the cover plate for the top of the pole is resting on the base - please get installed ASAP before it is lost.		Gilbane	Closed 9/23/20	Scheduled to be completed on 9/23.

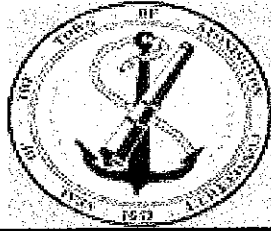
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	A			B		C		D1			D2		D		E		F		G	
	Project Budget			Approved		Approved		Contracted Project Costs			Planned, but		Total		not Contracted		Anticipated		Remaining	
	7/7/17			Transfers		Transfers		Paid	Unpaid	Contract							Total Costs		Balance	
1	300.0			103.1		403.1		393.2	7.6	400.8							400.8		2.3	
2	68.6			-		68.6		68.5	0.1	68.6							68.6		-	
3	w/ constr.			-		-		-	-	-							-		-	
4	50.0			-		50.0		15.7	-	15.7							15.7		34.3	
5	25.0			-		25.0		21.2	-	21.2							21.2		3.8	
6	50.0			-		50.0		29.9	-	29.9							29.9		20.1	
7	2,664.6			231.5		2,896.1		2,984.5	17.8	3,002.3							3,002.3		(106.2)	
8	Expenses																			
9	Owner's Insurance	30.0		-		30.0		2.5	-	2.5							2.5		27.5	
10	Permits	15.0		-		15.0		1.5	-	1.5							1.5		13.5	
11	Printing	15.0		-		15.0		8.1	-	8.1							8.1		6.9	
12	Construction Utilities Use	-		-		-		-	-	-							-		-	
13	Site Borings	w/geotech		-		-		-	-	-							-		-	
14	Materials Testing	125.4		-		125.4		40.9	-	40.9							40.9		84.5	
15	Special Inspections	25.0		-		25.0		11.6	-	11.6							11.6		13.4	
16	Consultant Reimbursables	10.0		-		10.0		7.5	-	7.5							7.5		2.5	
17	Moving/Relocation	100.0		-		100.0		113.9	-	113.9							113.9		(13.9)	
18	Physical Plant Expenses	15.0		-		15.0		24.0	0.4	24.4							24.4		(9.4)	
19	Bonding	140.0		-		140.0		150.8	-	150.8							150.8		(10.8)	
20	Advertising	10.0		-		10.0		0.9	-	0.9							0.9		9.1	
21	Sub-total Expenses	485.4		-		485.4		361.7	0.4	362.1							362.1		123.3	
22	Total Fees and Expenses	3,150.0		231.5		3,381.5		3,346.2	18.2	3,364.4							3,364.4		17.1	
23	Contingency																			
24	Construction & Owner's Project																			
25	Construction	-		-		-		-	-	-							-		-	
26	Owner's Project	6,434.4		(4,705.9)		1,728.5		-	-	-							-		1,728.5	
27	Additional Need	-		-		-		-	-	-							-		-	
28	Total Contingency	6,434.4		(4,705.9)		1,728.5		-	-	-							-		-	
29	Total Project	\$ 35,918.6		\$ (0.0)		\$ 35,918.6		\$ 33,278.9	\$ 946.0	\$ 34,224.9		\$ (856.4)		\$ 33,368.5					\$ 2,550.1	

transfers
 0ML
 Contingency
 A FFE

To:
 3,430.0 I.A Construction
 183.1 IV.C Technology

Financial Status Report - 11/10/2020																	
000)																	
A B C D1 D2 D E F G																	
Project Budget 7/7/17 Approved Budget with Transfers Approved Budget with Transfers																	
Building Construction																	
New Building & Renovation																	
Other Construction																	
Total Building Construction																	
Related Construction																	
Sitework																	
Site Utility Systems																	
Hazardous Materials																	
Total Related Construction																	
Inflation																	
Total Construction																	
Furniture, Fixtures & Equipment (FF&E)																	
Loose Furnishings																	
Program Related Equipment																	
Computer/Data/Wiring																	
Telecommunications																	
Audio/Visual Equipment																	
Specialty Signage																	
Total FF & E																	
Fees and Expenses																	
Fees																	
Existing Conditions & Space Program																	
Architect																	
Structural Eng.																	
MEP Eng.																	
Civil Eng.																	
Landscape Arch.																	
Interior/Furniture Designer																	
Code																	
Lighting																	
Acoustical																	
Signage																	
Referendum Services																	
Special Consultants																	
Haz. Mat. Consultant																	
Audio/Visual																	
Computer/Info. Systems																	
Geo-Tech																	
Traffic																	
Ecologist/Soil Sample																	
Peer Reviews																	
Stormwater Monitoring																	
Total																	



Stonington K-12 Building Committee
 Rob Marseglia, Chairman
 June Strunk
 Robert Sundman
 Julie Holland
 George Crouse
 Deborah Downie
 Kathy Sanford
 Dan Oliverio
 Wendy Wilbert

Stonington Deans Mill School

State Project No.: 137-0047

Invoice Approval Cover Sheet

Building Committee Date: 11/10/2020

(Where discrepancies exist between the amount shown on the cover sheet and the actual invoice, the invoice governs)

INVOICES				
Town Acct.	Company	Invoice No.	Date	Amount
405001-81124	Gilbane	33	10/31/2020	\$ 206,071.97
405001-81118	Colliers	7454	9/30/2020	\$ 780.00
405001-81108	CDWG	28886720	10/15/2020	\$ 1,122.00
405002-81108	CDWG	2881298	10/15/2020	\$ 20,992.00
405001-81118	CDWG	2943741	10/15/2020	\$ 2,450.00
405002-81108	CDWG	3010875	10/19/2020	\$ 988.00
405002-81124	ABS	23368	6/5/2020	\$ 590.00
Total of Invoices				\$ 232,993.97

Approvals:

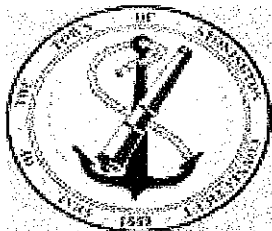
Stonington K-12 Building Committee

(One of two chairs required to sign)		
	Robert Marseglia, Chairperson	Date
Town Official Signatures	June Strunk, Asst. Chairperson	Date
	Danielle Chesebrough, First Selectman	Date
	James Sullivan, Finance Director	Date
		Date

Colliers Project Leaders, Owners Project Manager

Charles E. Warrington, Jr., P.E.

Date



Stonington K-12 Building Committee
 Rob Marseglia, Chairman
 June Strunk
 Robert Sundman
 Julie Holland
 George Crouse
 Deborah Downie
 Kathy Sanford
 Dan Oliverio
 Wendy Wilbert

Stonington West Vine Street School

State Project No.: 137-0048

Invoice Approval Cover Sheet

Building Committee Date: 11/10/2020

(Where discrepancies exist between the amount shown on the cover sheet and the actual invoice, the invoice governs)

INVOICES				
Town Acct.	Company	Invoice No.	Date	Amount
405002-81124	Gilbane	33	10/31/2020	\$ 140,637.40
405002-81118	Colliers Project Leaders	7455	9/30/2020	\$ 780.00
405002-81108	CDWG	2881300	10/15/2020	\$ 20,992.00
405002-81108	CDWG	2886721	10/15/2020	\$ 1,122.00
405002-81108	CDWG	3010876	10/19/2020	\$ 988.00
405002-81108	CDWG	2943740	10/16/2020	\$ 2,450.00
405002-81124	ABS	23367	6/5/2020	\$ 590.00

Total of Invoices \$ 167,559.40

Approvals:

Stonington K-12 Building Committee

(One of two chairs required to sign)	Robert Marseglia, Chairperson	Date
	June Strunk, Asst. Chairperson	Date
Town Official Signatures	Danielle Chesebrough, First Selectman	Date
	James Sullivan, Finance Director	Date
		Date

Colliers International, Owners Project Manager

Charles E. Warrington, Jr.

11/10/2020

Charles E. Warrington, Jr., P.E., Director

Date





PROFESSIONAL SERVICES SUPPLEMENT

PSS No.

02

Client: Town of Stonington
Stonington Town Hall
152 Elm Street
Stonington, CT 06378

Architect: Drummey Rosane Anderson, Inc.
225 Oakland Rd., Studio 205
South Windsor, CT 06074

Project Name: Deans Mill School
State Project
137-0047 RNV/EA

PSS Date: November 05, 2020

Agreement Date: January 11, 2016

PSS Proj. No: 16001.00
(Assign proper extension to the main project number)

In accordance with the **AGREEMENT** for the above referenced project

Authorization is ☐ given

☒ requested

☐ to proceed with Additional Services

☐ to proceed with revised scope of Basic Services

☐ to incur Reimbursable Expenses

OR

Notification is made

☒ of the need to proceed with Contingent Additional Services

☐ of the need for other Services

as follows:

Services related to ongoing Construction Administration and Close Out services through to December 31, 2020.

The following adjustments shall be made to compensation and time.

Compensation: (Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Total Compensation of \$10,000.⁰⁰

Time: (Insert provisions covering time of commencement and completion of authorized services as applicable.)

Construction Administration and Close Out services will extend to December 31, 2020

***** PROMPT WRITTEN NOTICE IS REQUIRED IF THE SERVICES INDICATED ARE NOT NEEDED *****

SUBMITTED BY:

Drummey Rosane Anderson, Inc.

AUTHORIZATION IS GIVEN or

NOTIFICATION IS ACKNOWLEDGED BY:

(Signature)

(Signature)

James A. Barrett, Principal in Charge

(Printed name and title)

(Printed name and title)

5 November 2020

(Date)

(Date)



PROFESSIONAL SERVICES SUPPLEMENT

PSS No.

02

Client: Town of Stonington
Stonington Town Hall
152 Elm Street
Stonington, CT 06378

Architect: Drummey Rosane Anderson, Inc.
225 Oakland Rd., Studio 205
South Windsor, CT 06074

Project Name: West Vine Street School
State Project

PSS Date: November 05, 2020

Agreement Date: January 11, 2016

PSS Proj. No: 16002.00
(Assign proper extension to the main project number)

In accordance with the **AGREEMENT** for the above referenced project

Authorization is ☐ given

☒ requested

☐ to proceed with Additional Services

☐ to proceed with revised scope of Basic Services

☐ to incur Reimbursable Expenses

OR

Notification is made

☒ of the need to proceed with Contingent Additional Services

☐ of the need for other Services

as follows:

Services related to ongoing Construction Administration and Close Out service through to December 31, 2020.

The following adjustments shall be made to compensation and time.

Compensation: (Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation of \$10,000.⁰⁰

Time: (Insert provisions covering time of commencement and completion of authorized services as applicable.)

Construction Administration and Close Out will extend to December 31, 2020

***** PROMPT WRITTEN NOTICE IS REQUIRED IF THE SERVICES INDICATED ARE NOT NEEDED *****

SUBMITTED BY:

Drummey Rosane Anderson, Inc.

AUTHORIZATION IS GIVEN or

NOTIFICATION IS ACKNOWLEDGED BY:

(Signature)

(Signature)

James A. Barrett, Principal in Charge

(Printed name and title)

(Printed name and title)

5 November 2020

(Date)

(Date)