

Town of Stonington  
K-12 Building Sub-Committee  
Special Meeting Minutes  
Tuesday, February 9, 2016  
7:00pm  
Central Office, Old Mystic, CT  
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16 FEB 11 AM 11:05  
CYNTHIA LADWIG  
TOWN CLERK

**Members Present:** Rob Marseglia, Chairman; Bill Sternberg, Vice Chairman; and Rob Sundman  
**Members Absent:** Julie Holland, Secretary; Deborah Downie, Kathy Sanford, George Crouse, June Strunk and Mike Fauerbach

**Recording Secretary:** Sandy Tissiere

**Guests and Citizens:** Bill King, Director of Operations and Facilities, Stonington Public Schools; Marc Sklenka, Chuck Warrington, Colliers; and Peter Manning, Gilbane

1. **Call to Order**

Chairman Marseglia called the meeting to order at 7:06pm.

2. **Approval of outstanding minutes**

Tabled

3. **Owner's Representative Report**

- a. **PMS – State Reimbursement discussion** – Bill King informed the committee that he and Gary Shettle had been in contact with the State DAS regarding the former Pawcatuck Middle School renovation project not being closed. The discussion was whether the penalty is applicable as the Board of Education did approve the project be closed within the required timeframe. They are awaiting an answer in the next few days. It was decided a letter be created to be used, if necessary, giving Superintendent Van Riley the authority to cancel the current grant application and immediately reapply.

The following motion was made by Bill Sternberg and seconded by Rob Marseglia:

**Motion:** To authorize Dr. Riley, if necessary, to cancel the current application for the PMS roof, State Project #TMP-137-QHTP, and immediately reapply for a construction grant for the project and to take any other action deemed necessary to maximize the Town's reimbursement for the Pawcatuck Middle School roof project.

All: Aye

There was discussion around the high school project and the status of it being closed out. The cost of the roof replacement was conversed, the current amount budgeted is \$900,000 and costs are estimated at 1.4 million. When Mystic Air Quality performed testing, some PCB's were found in the caulk; Bill King will contact them regarding environmental remediation. The design phase schedule was discussed and it was decided since Anwar Hossain had drafted a schedule, it would be used.

- b. **Financial statement** - Colliers presented an overhead presentation of their project financial statement to track finances related to the projects. They explained the various details of the spreadsheets and how all expenditures are tracked.

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4. **Architect's Report**

- a. **Process for Architect/SPS Admin Meetings - Tabled**
- b. **Process for fund expenditure authorization** - To expedite project finances, the Committee will need to create a Finance Sub-committee. This committee will review invoices, purchase orders, pay orders and potential change orders. The committee should consist of one administrator, three committee members, DRA, Colliers and Gilbane and meet twice a month at scheduled meetings. These meetings will result in recommendations brought forth at the next full committee meeting. The regular meeting agenda will need to include an item number titled Finance Sub-committee Report with detail of the Finance Sub-committee's recommendations. A motion will be needed to be made to approve the financial changes. Also, there should be one committee member appointed the responsibility to give approval of emergency change orders; the committee will further discuss who would be the appropriate designee.
- c. **Process for accounting of fund expenditures - Tabled**
- d. **Process for document review - Tabled**

5. **New Business**

No discussion

6. **Construction Manager Update**

The following motion was made by Bill Sternberg and seconded by Rob Marseglia:

**Motion:** To enter into executive session at 8:40pm to for the Construction Manager Update inviting Bill King, Peter Manning and Sandy Tissiere as guests.

All: Aye

The following motion was made by Bill Sternberg and seconded by Rob Marseglia:

**Motion:** To exit executive session at 9:07pm.

All: Aye

7. **Adjourn**

The following motion was made by Rob Marseglia and seconded by Bill Sternberg:

**Motion:** To adjourn the meeting at 9:10pm.

All: Aye

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Julie Holland, Secretary