

Town of Stonington
K-12 School Building Committee
Regular Meeting Minutes
Tuesday, April 3, 2018
6:00pm
Central Office, Old Mystic, CT
Page 1 of 3

Members Present: Rob Marseglia, Chairman; George Crouse, June Strunk, Deborah Downie, Dan Oliverio, Debra Widmer, Bob Mitchell and Blunt White

Late Arrival: Wendy Wilbert: 6:19 p.m.

Members Absent: Kate Rotella, Vice Chairwoman; Julie Holland, Secretary; Kathy Sanford and Rob Sundman

Recording Secretary: Sandy Tissiere

Guests and Citizens: Van Riley, Superintendent, Stonington Public Schools; Chuck Warrington, Rob Hart, Colliers; Jim Barrett, DRA; and Peter Manning, Nick Conti, Taylor Gladding, Aleita Hall, Gilbane

1. **Finance Subcommittee meeting - Call to order**

June Strunk called the Finance Subcommittee meeting to order at 5:15 p.m. Those from the building committee present were June Strunk, Robert Mitchell and Blunt White. Discussion of current and potential future change orders ensued.

2. **Finance Subcommittee meeting - Adjournment**

The motion to adjourn the Finance Subcommittee meeting was made at 5:50 p.m. by Blunt White, seconded by Robert Mitchell. The vote was unanimous, and the motion carried.

3. **K-12 School Building Committee meeting - Call to order**

Chairman Marseglia called the K-12 School Building Committee meeting to order at 6:02 p.m.

4. **Seating of Alternates**

All alternates were seated: Bob Mitchell, Debra Widmer and Blunt White.

5. **Approval of Outstanding Minutes**

The draft minutes from March 6, 2018 will be sent to Chairman Marseglia for final revision. The minutes from March 20, 2018 needed revisions as well so they were tabled until the next meeting.

6. **OPM Update**

a. OPM Update

1. Discuss material abatement – Risk based plan update

Chairman Marseglia said an important topic to talk about is the West Vine Street School trailers, they will not be on the playground site. The committee discussed how the misconception of where the storage trailers would be moved came about. It started when Mr. Manning said at the March 20, 2018 K-12 School Building Committee Special Meeting, to create additional parking, the trailers were going to be moved across the street from West Vine Street School, and this information was left out of the minutes. The move of the trailers was brought to a Board of Selectmen special meeting for approval and it was approved. Jason Vincent, Director of Planning, thought the move of the trailers should also be brought before the Planning and Zoning Committee. Rob Hart discussed a contingency plan with Principal Dawe that if the trailers could not be moved across the street; one solution would be storing them on the playground and asked her for ideas. Superintendent Riley asked that, in the future, all these discussions be brought directly to him.

Chuck Warrington reported Langan Engineering and Environmental had submitted the remediation plan to the EPA. Chuck Warrington explained the EPA will have to give endorsement of the plan before proceeding with any abatement.

Aleita Hall discussed the numbers for the cost of abatement. Ms. Hall said bottom line preliminary cost for West Vine Street School was about \$125,000 over the original budget estimate of 1.789 million. Ms. Hall said they will try to get the number down to under \$100,000. Mr. Hall reported Deans Mill School is \$235,000 over the original cost estimate which is another number that might be able to be brought down. Chuck Warrington said they are recommending a thorough examination of these numbers and eliminate as much as possible to bring these numbers down to the original budgets. June Strunk said she would like to see these estimated overages encumbered in the contingency budgets to provide the committee a better idea of what is left in the contingency. Rob Marseglia asked why Dean's Mill budget is higher than West Vine Street's budget. Chuck Warrington and Aleita Hall explained there aren't the same contractors working on the bid packets for both projects. June Strunk said at Deans Mill School there is a roof cost that is different and sub-contractor direct labor costs difference. Another reason was the West Vine Street School roof replacement is in the GMP but not the Deans Mill School roof. Originally, the Deans Mill School roof was going to remain, but now with the remediation plan, part of the roof will have to be replaced. George Crouse asked in these overages, are we talking about contingency or are we talking about cutting things. Chuck Warrington said it could be a combination of both; this is an initial report, but we will be meeting next week to

Town of Stonington
K-12 School Building Committee
Regular Meeting Minutes
Tuesday, April 3, 2018
6:00pm
Central Office, Old Mystic, CT
Page 2 of 3

go over everything; we wanted to inform the committee what was going on. Chuck Warrington said there will final numbers at the next meeting.

2. Invoices, change orders, and financial report (Attachment #1)

June Strunk presented one Deans Mill School change order ATP-081/OS-095 Core Holes to Investigate Below Existing Slab (for both schools) for \$2,865.00. The Finance Subcommittee recommended approval of the Deans Mill School change order for \$2,865.00.

The following motion was made by George Crouse and seconded by Wendy Wilbert:

Motion #1: To approve the Deans Mill Change order in the amount of \$2,865.00.

All: Aye

June Strunk discussed another change order that will be submitted for West Vine Street School for drainage down to the back pond. Ms. Strunk said the drainage part will cost \$77,000.00 but the total estimated cost could be \$301,312.00. This change order is not an option, it is something that must be done. Ms. Strunk is asking this amount to be encumbered in the contingency budget. The committee agreed by consensus.

Ms. Strunk shared if the amounts of \$125,000 for the PCB remediation and \$300,000 are for the drainage are encumbered that will leave about \$57,000.00 for the final balance of the West Vine Street School's contingency budget. Rob Hart reported the balance of the Deans Mill School contingency budget is \$2,500,000.

There was discussion if funds could be transferred from the Deans Mill School to the West Vine Street School budget.

Chuck Warrington reported that Gary Shettle, Stonington Public Schools Director of Finance, submitted the reimbursement requests to the state last week. The net request for reimbursement for eligible cost on Deans Mill School was 15.3 million dollars with a reimbursement rate of about 32 percent would be about 4.9 million. For West Vine Street School, the net eligible request was 14.1 million with the amount about 4.5 million.

3. Covered walkway at DMS

Chairman Marseglia shared he envisioned the Deans Mill School walkway would be sufficient for the children to be able to stay dry and be safe. The group discussed options that might be feasible for what is needed. Aleita Hall explained the budget for the covered walkway is \$15,000.00 and they needed plans for what is wanted so numbers could be drawn up. Jim Barrett suggested a meeting onsite with DRA, Dr. Riley, Principal McCurdy and Colliers to explore options then meet with the building official to discuss what they are suggesting for this temporary structure. Once a direction is determined, it can be shared with Gilbane to determine cost.

b. OPM Actions

Rob Hart reported the FF&E package has received approval from the state and procurement can began. Rob Hart said at the April 17, 2018 meeting some of the state contract items will be available for approval. Chuck Warrington said once the items are approved by the Building Committee, the items will go before the Board of Finance for bid waiver approval, then the items can be ordered. Chuck Warrington said the goal this summer is to have the furniture delivered for the administration area by mid-July; that is counting on technology being installed and ready as well. Aleita Hall reported the goal for TCO is June 21, 2018 for both buildings.

7. Construction Manager

a. CM Update

Aleita Hall reported both buildings are moving full steam ahead with the site work. There is power at both schools. The Deans Mill School gym wood floor was started this week; there are partial second floor above ceiling inspections; necessary equipment is being tied in and millwork, trim work and countertops are done in the classrooms. At West Vine Street School, we are at a punch list stage, the school is in finishes now; millwork, moldings, countertops and the metal panel for the storefront will be delivered by the end of the month. Van Riley relayed to the committee both principals would like permission from the committee to arrange staff tours with Gilbane at the end of April. Aleita Hall will coordinate with the principals. Ms.

Town of Stonington
K-12 School Building Committee
Regular Meeting Minutes
Tuesday, April 3, 2018
6:00pm
Central Office, Old Mystic, CT
Page 3 of 3

Hall also asked if the subcontractors could go into the schools during April vacation to check out how they will transition over. Dr. Riley said to contact Bill King, Stonington Public Schools Director of Operations and Facilities to arrange for them to go into the schools.

- b. CM Actions
No actions taken.

8. **Architect**

a. Architect updates

1. Update – FF& E and Technology – (FF & E Milestone Schedule DRAFT – Attachment #2)

Jim Barrett told the committee the FF&E and Technology budgets are signed off by the Office of School Construction Grants. Mr. Barrett reported Greg Smolley and the in-house team are reviewing the contracts, about 60-70% of them are state contracts, so the two things being confirmed are: do they still reside on the list and how they are comparing to budget. At the meeting on April 17th, all the FF&E and Technology state contract numbers, vendors and amounts will be ready for approval. Anything not going through state contract will have to be bid and those will be started as well. Greg Smolley will meet with the playground advisory group to finalize the playground equipment needs and how they relate to the budget of \$250,000.

Chairman Marseglia discussed the plaque for the project. Mr. Marseglia said the plaque will have the names of the committee on it. Mr. Marseglia spoke of Bill Sternberg and his time and effort in the early development of the committee. It was discussed previously that his name, as part of the committee, should be on the plaque.

2. Fireproof sheetrock over steel I-beams

Jim Barrett said the sheetrock it is installed and completed and no further action is needed. The Deans Mill School has the work finished and will be in the next set of change orders.

b. Architect actions

1. Irrigation ROM

Jim Barrett said a sketch had been released in the last 24 hours so it is in the works.

9. **New Business**

There wasn't any new business discussed.

10. **Old Business**

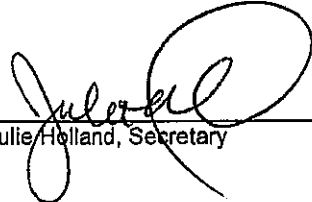
There wasn't any old business discussed.

11. **Adjourn**

The following motion was made by George Crouse and seconded by Wendy Wilbert:

Motion: To adjourn the meeting at 7:29 p.m.

All: Aye



Julie Holland, Secretary

A B C D1 D2 D E F G

	Project Budget 7/9/17		Approved Budget with Transfers		Approved Budget with Transfers		Contracted Project Costs			Planned, but not Contracted	Anticipated Total Costs	Remaining Balance
	A	B	C	D1	D2	D	E	F	G			
Building Construction												
A. New Building & Renovation	\$ 22,916.8	945.8	\$ 23,862.6	\$ 10,209.6	\$ 13,595.2	\$ 23,804.8	\$ 57.8	\$ 23,862.6		\$ 15.0	\$ 15.0	\$ -
B. Other Construction	-	-	-	15.0	-	15.0	-	15.0		-	-	(15.0)
Total Building Construction	22,916.8	945.8	23,862.6	10,224.6	13,595.2	23,819.8	57.8	23,877.6				(15.0)
Related Construction												
A. Sitework	-	-	-	-	-	-	-	-	-	-	-	-
B. Site Utility Systems	-	-	-	-	-	-	-	-	-	-	-	-
C. Hazardous Materials	-	-	-	-	-	-	-	-	-	-	-	-
Total Related Construction	-	-	-	-	-	-	-	-	-	-	-	-
II. Escalation												
Total Construction	22,916.8	945.8	23,862.6	10,224.6	13,595.2	23,819.8	57.8	23,877.6				(15.0)
V. Furniture, Fixtures & Equipment (FF&E)												
A. Loose Furnishings	1,128.0	103.0	1,231.0	-	-	-	1,231.0	1,231.0		1,231.0		-
B. Program Related Equipment	included	150.0	150.0	-	-	-	150.0	150.0		150.0		-
C. Computer/Data/Wiring	included	183.1	183.1	-	183.1	183.1	-	183.1		183.1		-
D. Telecommunications	included	-	-	-	-	-	-	-		-		-
E. Audio/Visual Equipment	included	225.0	225.0	-	-	-	225.0	225.0		225.0		-
F. Specialty Signage	included	-	-	-	-	-	-	-		-		-
Total FF & E	1,128.0	661.1	1,789.1	-	183.1	183.1	1,606.0	1,789.1		1,789.1		-
Fees and Expenses												
A. Fees												
1. Existing Conditions & Space Program	-	-	-	-	-	-	-	-		-		-
2. Architect	1,709.1	123.8	1,832.9	1,498.3	334.5	1,832.8	-	1,832.8		1,832.8		0.1
a. Structural Eng.	w/ architect											
b. MEP Eng.	w/ architect											
c. Civil Eng.	w/ architect											
d. Landscape Arch.	w/ architect											
e. Interior/Furniture Designer	w/ architect											
f. Code	w/ architect											
g. Lighting	w/ architect											
h. Acoustical	w/ architect											
i. Signage	w/ architect											
j. Releasendum Services	w/ architect											
k. Special Consultants	w/ architect											
a. Haz. Mat. Consultant	150.0	-	150.0	101.8	21.7	123.5	118.4	241.9		241.9		(91.5)

ATTACHMENT #1

A B C D1 D2 D E F G

	Project Budget		Budget		Contracted Project Costs			Planned, but not Contracted	Anticipated Total Costs	Remaining Balance
	7/9/17	Approved Transfers	Approved Transfers	Approved Budget with Transfers	Paid	Unpaid	Total Contract			
D	Audio/Visual									
E	Computer/Info. Systems									
F	Geo-Tech	35.0		35.0	15.7	-	-	-	15.7	19.1
G	Traffic									
H	Ecologists/Soil Sample	11.8		11.8	10.8	1.0	11.8	-	11.8	-
I	Peer Reviews	21.7		21.7	18.2	3.5	21.7	-	21.7	-
J	Storm water monitoring	40.0		40.0	8.6	23.3	31.9	8.1	40.0	-
K	Project Management	300.0		300.0	200.8	79.3	280.1	75.0	355.1	(55.1)
L	Building Commissioning	67.5		67.5	16.3	51.2	67.5	-	67.5	-
M	C/M PreCon									
N	Owner's Legat Fees	50.0		50.0	13.1	-	13.1	37.2	50.3	(0.3)
O	Site Survey	31.7		31.7	30.6	1.1	31.7	-	31.7	-
P	Utility Assessment	50.0		50.0	17.2	-	17.2	32.8	50.0	-
Q	Sub-total Fees	2,466.8	123.8	2,590.6	1,931.4	520.8	2,452.2	271.5	2,723.7	(133.1)
R	Expenses									
S	Owner's Insurance	30.0		30.0	2.5	-	2.5	27.5	30.0	-
T	Permits	5.0		5.0	1.5	-	1.5	3.5	5.0	-
U	Printing	10.0		10.0	8.1	-	8.1	1.9	10.0	-
V	Construction Utilities Use									
W	Site Borings									
X	Materials Testing	112.8		112.8	87.9	12.1	100.0	12.8	112.8	-
Y	Special Inspections	25.0		25.0	9.3	9.6	9.6	-	9.6	15.4
Z	Consultant Reimbursables	5.0		5.0	45.2	8.1	53.3	46.7	9.3	(4.1)
AA	Moving/Relocation	100.0		100.0	13.5	-	13.5	-	100.0	-
AB	Physical Plant Expenses	15.0		15.0	74.6	-	74.6	50.4	125.0	1.4
AC	Bonding	125.0		125.0	0.3	-	0.3	9.7	10.0	-
AD	Advertising	10.0		10.0	242.9	29.8	272.7	152.5	425.2	12.1
AE	Sub-total Expenses	437.8		437.8	2,174.3	550.6	2,724.9	424.8	3,148.9	(120.1)
AF	Total Fees and Expenses	2,904.6	123.8	3,028.4						
AG	Contingency									
AH	Construction & Owner's Project									
AJ	Construction									
AK	Owner's Project	4,638.3	(1,730.7)	2,907.7				2,289.9	2,289.9	617.1
AL	Additional Need									
AM	Total Contingency	4,638.3	(1,730.7)	2,907.7				2,289.9	2,289.9	617.1
AN	Total Project	\$ 31,587.7	\$ 0.0	\$ 31,587.8	\$ 12,398.9	\$ 14,328.9	\$ 26,727.8	\$ 4,377.7	\$ 31,105.5	\$ 482.3

A B C D1 D2 D E F G

	Project Budget			Budget			Contracted Project Costs			Planned, but not Contracted	Anticipated Total Costs	Remaining Balance
	7/7/17	Approved Transfers	Approved Budget with Transfers	Approved Transfers	Approved Budget with Transfers	Total Contract	Unpaid	Paid				
I. <u>Building Construction</u>												
A. New Building & Renovation	\$ 25,080.2	739.2	\$ 25,819.4			\$ 25,784.4	\$ 13,186.4	\$ 12,598.0	\$ 35.0	\$ 25,819.4	\$ -	
B. Other Construction	-	-	-	-	-	-	-	-	-	-	-	
Total Building Construction	25,080.2	739.2	25,819.4			25,784.4	13,186.4	12,598.0	35.0	25,819.4	-	
II. <u>Related Construction</u>												
A. Sitework	-	-	-	-	-	-	-	-	-	-	-	
B. Site Utility Systems	-	-	-	-	-	-	-	-	-	-	-	
C. Hazardous Materials	-	-	-	-	-	-	-	-	-	-	-	
Total Related Construction	-	-	-	-	-	-	-	-	-	-	-	
III. <u>Inflation</u>												
Total Construction	25,080.2	739.2	25,819.4			25,784.4	13,186.4	12,598.0	35.0	25,819.4	-	
IV. <u>Furniture, Fixtures & Equipment (FF&E)</u>												
A. Loose Furnishings	1,254.0	50.1	1,304.1			-	-	-	1,304.1	1,304.1	-	
B. Program Related Equipment	included	150.0	150.0			-	-	-	150.0	150.0	-	
C. Computer/Data/Wiring	included	183.1	183.1			183.1	183.1	-	-	183.1	-	
D. Telecommunications	included	-	-			-	-	-	-	-	-	
E. Audio/Visual Equipment	included	225.0	225.0			-	-	-	225.0	225.0	-	
F. Specialty Signage	included	-	-			-	-	-	-	-	-	
Total FF & E	1,254.0	608.2	1,862.2			183.1	183.1	-	1,679.1	1,862.2	-	
V. <u>Fees and Expenses</u>												
A. Fees												
1 Existing Conditions & Space Program Architect	1,909.0	128.4	2,037.4			-	-	1,707.7	-	2,037.4	-	
a Structural Eng.	w/ architect											
b MEP Eng.	w/ architect											
c Civil Eng.	w/ architect											
d Landscape Arch.	w/ architect											
e Interior/Furniture Designer	w/ architect											
f Code	w/ architect											
g Lighting	w/ architect											
h Acoustical	w/ architect											
i Signage	w/ architect											
j Referendum Services	w/ architect											
k Special Consultants	w/ architect											
a Haz. Mat. Consultant	150.0	-	150.0			125.0	25.5	99.5	163.6	288.6	(138.6)	

Deans Mill School
Financial Statement - 4/3/18
\$(000)

A B C D1 D2 D E F G

	Project Budget 7/7/17		Budget		Contracted Project Costs			Planned, but not Contracted	Anticipated Total Costs	Remaining Balance
	w/ architect	w/ architect	Approved Transfers	Approved Budget with Transfers	Paid	Unpaid	Total Contract			
D	Audio/Visual	-	-	-	11.2	5.2	16.4	-	16.4	(16.4)
C	Computer/Info. Systems	-	-	-	-	-	-	-	-	-
d	Geo-Tech	35.0	-	35.0	21.3	-	21.3	-	21.3	13.7
e	Traffic	-	-	-	-	-	-	-	-	-
f	Ecologist/Soil Sample	12.0	-	12.0	10.6	1.4	12.0	-	12.0	-
g	Peer Reviews	25.0	-	25.0	20.5	3.5	24.0	-	24.0	-
h	Stormwater Monitoring	40.0	-	40.0	10.0	21.9	31.9	8.1	40.0	1.0
4	Project Management	300.0	-	300.0	208.7	71.4	280.1	75.0	355.1	(55.1)
5	Building Commissioning	68.6	-	68.6	16.5	52.1	68.6	-	68.6	-
6	C/M PreCon	-	-	-	-	-	-	-	-	-
7	Owner's Legal Fees	50.0	-	50.0	13.2	-	13.2	-	13.2	36.8
8	Site Survey	25.0	-	25.0	21.2	1.1	22.3	2.7	25.0	-
9	Utility Assessment	50.0	-	50.0	14.7	-	14.7	35.3	50.0	-
	Sub-total Fees	2,664.6	128.4	2,793.0	2,155.1	511.8	2,666.9	284.7	2,951.6	(158.6)
B.	Expenses									
1	Owner's Insurance	30.0	-	30.0	2.5	-	2.5	27.5	30.0	-
2	Permits	15.0	-	15.0	1.5	-	1.5	13.5	15.0	-
3	Printing	15.0	-	15.0	8.1	-	8.1	6.9	15.0	-
4	Construction Utilities Use	-	-	-	-	-	-	-	-	-
5	Site Borings	-	-	-	-	-	-	-	-	-
6	Materials Testing	125.4	-	125.4	28.6	71.6	100.2	25.2	125.4	-
7	Special Inspections	25.0	-	25.0	-	9.6	9.6	15.4	25.0	-
8	Consultant Reimbursables	10.0	-	10.0	6.6	-	6.6	3.4	10.0	-
9	Moving/Relocation	100.0	-	100.0	40.7	8.6	49.3	50.7	100.0	-
10	Physical Plant Expenses	15.0	-	15.0	5.5	0.4	5.9	9.1	15.0	-
11	Bonding	140.0	-	140.0	80.5	-	80.5	59.5	140.0	-
12	Advertising	10.0	-	10.0	0.4	-	0.4	9.6	10.0	-
	Sub-total Expenses	485.4	-	485.4	174.4	90.2	264.6	220.8	485.4	-
	Total Fees and Expenses	3,150.0	128.4	3,278.4	2,329.5	602.0	2,931.5	505.5	3,437.0	(158.6)
V1.	Contingency									
A.	Construction & Owner's Project									
1	Construction	-	-	-	-	-	-	-	-	-
2	Owner's Project	6,434.4	(1,475.8)	4,958.6	-	-	-	2,224.1	2,224.1	2,734.5
B.	Additional Need	-	-	-	-	-	-	-	-	-
	Total Contingency	6,434.4	(1,475.8)	4,958.6	-	-	-	2,224.1	2,224.1	2,734.5
	Total Project	\$ 35,918.6	\$ (0.0)	\$ 35,918.6	\$ 14,927.5	\$ 13,971.5	\$ 28,899.0	\$ 4,443.7	\$ 33,342.7	\$ 2,575.9

Deans Mill School
Financial Statement - 4/3/18
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A	B	C	D1	D2	D	E	F	G
	Budget		Contracted Project Costs		Total Contract	Planned, but not Contracted	Anticipated Total Costs	Remaining Balance
Project Budget 7/7/17	Approved Transfers	Approved Budget with Transfers	Paid	Unpaid				

Transfers
FROM:
V. Contingency
IV.A.FFE:

TO:
739.2 I.A Construction
183.1 IV.C Technology



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

Stonington Deans Mill School
 State Project No.: 137-0047
 Change Approval Cover Sheet

Building Committee Date: 4/3/18

CHANGE ORDERS		
ATP/OS#	Description	Amount
ATP-081/ OS-095	Core Holes To Investigate Below Existing Slab	\$ 2,865.00
TOTAL OF CHANGE ORDERS		\$ 2,865.00

Approvals:
 Stonington K-12 Building Committee

(One of two chairs required to sign)	_____	_____
	Rob Marseglia, Chairperson	Date
Town Official Signatures	_____	_____
	Kate Rotella, Vice-Chairperson	Date
	Robert Simmons, First Selectman	Date
	James Sullivan, Finance Director	Date
	_____	Date

Colliers International, Owners Project Manager

Robert Hart, Asst. Project Manager

Date



Stonington Public Schools

West Vine - Deans Mill

FF&E Milestone Schedule

3/26/18

DRAFT

Completed Tasks

ATTACHMENT #2

I. FF&E Procurement

November 1, 2017 through July 31, 20 Suggested Topics for Meetings

5 Months

1	Approval of packages by K-12 BC	November 8, 2017	
2	Approval of packages by BOE	November 9, 2017	
3	PCR meeting with OSCGR	November 15, 2017	
4	Stonington K-12 BC Meeting	November 21, 2017	Need sole source approval for network equipment.
6	Need Approval of T2 Network Equipment by BC	December 5, 2017	
7	Board of Finance Approval	December 6, 2017	
8	Cut PO to (CT DAS Contract) to Extreme	December 7, 2017	
9	Network Equipment Procurement (PO must be issued)	January 1, 2018	Need 6 week lead time for professional services to install
10	Network Equipment start installation	February 1, 2018	Not started on 2/1.
11	Network Installation in MDF racks completed	February 15, 2018	Not completed on February 15th. Not started as of 3/26/18.
12	Need OSCGR Approval to Bid	March 2, 2018	Not Received as of 3/26/18
13	Advertise for bidding, all packages, or Request Quotes on State Contract	March 7, 2018	3-weeks; Packages not advertised as permission not received.
14	Stonington K-12 BC Meeting	March 6, 2018	
15	Stonington K-12 BC Meeting	March 20, 2018	
16	Started install of Wireless Access points by Extreme.	March 26, 2018	6 weeks late.
17	Bids Due	March 28, 2018	Will not be met. Packages not advertised.
18	Stonington K-12 BC Meeting	April 3, 2018	Need list of packages under state contract or competitively bid showing the full FF&E package accounted for. Need to be ready post advertisement for bids on 4/4/18 for bids due by 4/25/18.
19	Stonington Board of Finance	April 4, 2018	No Actions for project.
20	Need all quotes received and review by Colliers and DRA	April 10, 2018	
21	Transmit State Contract Quotes to the K-12 BC prior to meeting	April 13, 2018	Provide bid comp analysis by DRA, recommendations to award
22	Stonington K-12 BC Meeting	April 17, 2018	Need approval of quotes on State Contract VS is 12-14 weeks out right now!!!! 2:00 p.m., Need time to review and make award recommendations
23	Bids due to for FF&E and Technology	April 25, 2018	Transmit bids to BC with recommendations to award.
24	Transmit bid results to BC	April 27, 2018	Need to approve bids for FF&E so POs can be cut for item with 6-8 week lead times.
25	Stonington K-12 BC Meeting	May 1, 2018	Need approval of all quotes on state contract. Colors are needed with the quotes. Can we schedule a special meeting for BOF to approve earlier?
26	Stonington Board of Finance Meeting	May 2, 2018	Need to know lead time for the administration offices.
27	Issue PO for all FF&E.	May 4, 2018	Student desks and chair will have a
28	Stonington K-12 BC Meeting	May 15, 2018	Remaining bids approved.
28	Procurement of Furniture, Promethean Boards, Printers, etc	June 5, 2018	8-week lead time
28	Stonington K-12 BC Meeting	June 6, 2018	Need approval of playground quotes by BC
28	Stonington Board of Finance	July 2, 2018	Need approval of playground packages by BOF
29	Administration Installation of Furniture, Computers, etc	7/2/18 - 7/13/18	Assume 6-week lead time
30	Administration Offices Furniture, Computers, Printers, etc. complete and operational	July 16, 2018	2-weeks
31	Installation of all FF&E, Technology, etc.	7/16/18 - 8/10/18	Monday
32	Media Center Furniture Installation	7/16 - 7/20/18	3-weeks
33	Move Contents and books of Media Center	July 23, 2018	
34	Playground	August 15, 2018	Installation Complete
34	Move contents back to classrooms	8/13/18 - 8/17/18	
35	Teachers Back to School	August 27, 2018	Monday
36	SCHOOL STARTS	September 4, 2018	NEED TO CONFIRM WITH VAN RILEY