

**Town of Stonington
K-12 School Building Committee
Special Meeting Minutes
Tuesday, June 22, 2016
7:00pm
Central Office, Old Mystic, CT
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Members Present: Rob Marseglia, Chairman; Julie Holland, Secretary; Rob Sundman, Kate Rotella, Vice Chairwoman, George Crouse, Bobby Mitchell, Wendy Wilbert, Dan Oliverio, and June Struck

Late Arrivals: Kathy Sanford – 7:30 p.m.

Members Absent: Deborah Downie

Recording Secretary: Ana de Oliveira

Guests and Citizens: Gary Shettle, Director of Finance, Stonington Public Schools; Chuck Warrington and Marc Sklenka, Colliers; Anwar Hossain, DRA; Deb Pratt, Second Grade Teacher – West Vine Street School, Peter Manning, Gilbane, Mr. Fiore and interested citizens

1. Call to Order

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

2. Approval of Minutes

The minutes for approval were Tuesday, June 7, 2016 Special Meeting, Tuesday, June 7, 2016 Regular Meeting, Wednesday, June 15, 2016 Contract Sub-Committee Meeting.

The following motion was made by Julie Holland and seconded by George Crouse:

Motion: To approve the minutes of June 15, 2016 as presented and table June 7, 2016 Special and Regular meeting minutes awaiting amendments.

All: Aye

3. Public Comments

Mr. Tom Fiore commented that it would be helpful to have like the Board of Education meetings a public comment item at the end of each Building Committee meeting agenda. Mr. Fiore also noted that he checked with the Town Hall to see if the survey had been filed with the Clerk's Office. Mr. Fiore expressed his concern of the fourteen parking spots and drainage with the new parking area, adequate provisions for maintenance of the new buildings,

4. Discussion of Vice Chair and Alternate Positions

Rob Marseglia noted Bill Sternberg was the Vice Chair and feels it would be beneficial to have a Vice Chair once again with all the potential vacations coming up. Mr. Marseglia noted he has reached out to a few people and feels he might have a good candidate for this role. Julie Holland added with all her knowledge and wisdom, she would be happy to nominate Kate Rotella for this position.

The following motion was made by Julie Holland and seconded by Deborah Downie:

Motion: To nominate Kate Rotella for Vice Chair of the Building Committee.

All: Aye

Kate Rotella accepted the nomination. Rob Marseglia suggested Mr. Dan Oliverio move from alternate to permanent member of the Committee. Mr. Marseglia suggested the Committee ask the Board of Selectmen to allow this Committee to have three alternates going forward and will need help from Kris Bell, Administrative Assistant to the Board of Selectmen, to advertise this position to fill this role. Kate Rotella noted that when the Committee had this advertised last time, there was not a lot of response. Ms. Rotella asked the Committee if they have a good fit in mind to email her or Ms. Bell a letter of interest. Ms. Rotella will have Ms. Bell advertise this tomorrow. The committee shared ideas of people that might be interested.

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Rob Marseglia asked Chuck Warrington, and Jim Barrett, to share the schematic documents for the West Vine/Deans Mill projects. Mr. Warrington asked the Committee if they needed a hard set of plans or is a electronic fine? The committee agreed that they would all like to have a hard copy of the documents and an additional hard copy to have available at future meetings. Mr. Warrington will have twelve copies made and delivered to Central Office.

Mr. Warrington and Mr. Barrett presented the project schedule, which a copy will be sent to the Committee. They summarized by stating the month of May would be to review plans and specifications, and submit for cost estimates. Cost estimates will come back to the committee then move into design stage. In the summer months design development, project starts taking shape, review estimates, and reconciliation, will take place. By the end of the year documents will be done and once done will need to obtain permission from the Committee and the Board of Education to take to state for bid process. Mr. Warrington told the Committee they may submit any type of comments regarding the project in any format they wish; these will become part of the master job list, and asked that all comments be submitted no later than 2-3 weeks from now. Mr. Marseglia asked about a groundbreaking ceremony. Both Mr. Warrington and Mr. Barrett agreed there should be one and based on the schedule this would most likely take place before April vacation 2017.

5. Owner's Representative Report:

a. Update on Pawcatuck Middle School Reroofing project

Chuck Warrington asked that Rob Marseglia sign off on the Pawcatuck Middle School Reroofing project specifications.

b. Legislative Relief Letter

Kate Rotella reported she spoke with State Representative, Diana Urban, regarding the letters which are now up at Hartford and will know the outcome by the May 10 meeting when Diana Urban meets with the K-12 Building Committee.

c. Discuss status of test pits

Chuck Warrington reported they were completed and all worked out very well.

d. Approval of Invoices

Chuck Warrington distributed invoice copies and explained the fees associated with the invoices for the Committee's approval (Attachment #1). Included were invoices from DRA and Gilbane. Invoice #1B, from DRA for surveying costs for both properties totaling \$51,865.00; Invoice #3 from DRA for professional services totaling \$98,850.00 and Invoice #1 from Gilbane for preconstruction services for \$12,000.00

Rob Marseglia and the Committee discussed the invoice approvals and future expenditure overages. The Committee requested future estimates come in closer to actual expenditure. Mr. Warrington suggested a sub-finance committee be created which is typically made up of three members to review the invoices in the future at a separate meeting and answer any questions the remainder of the Committee would have and then submitted them to the K-12 Building Committee for final approval at the regular meeting. The Committee agreed to this suggestion and will be starting this practice in May.

West Vine Street School Invoice Approval:

The following motion was made by Kate Rotella and seconded by Julie Holland:

Motion: To approve DRA Invoice #1B for the amount of \$30,635.00

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All: Aye

The following motion was made by Kate Rotella and seconded by Julie Holland:

Motion: To approve DRA Invoice #3 for the amount of \$98,850.00.

All: Aye

The following motion was made by Kate Rotella and seconded by Julie Holland:

Motion: To approve Gilbane Invoice #1 for preconstruction services for the amount of \$12,000.00.

All: Aye

Deans Mill School Invoice Approval:

The following motion was made by Kate Rotella and seconded by Julie Holland:

Motion: To approve DRA Invoice #1B for the amount of \$21,230.00

All: Aye

The following motion was made by Kate Rotella and seconded by Julie Holland:

Motion: To approve DRA Invoice #3 for preconstruction services for the amount of \$112,710.00

All: Aye

The following motion was made by Kate Rotella and seconded by Julie Holland:

Motion: To approve Gilbane Invoice #1 for preconstruction services for the amount of \$12,000.00.

All: Aye

Chuck Warrington explained the PMS construction phase invoices also need approval and the overage on these invoices.

PMS Roof Project Invoice Approval:

The following motion was made by Kate Rotella and seconded by Julie Holland:

Motion: To approve DRA Invoice #3 for the PMS Roof Project in the amount of \$13,482.00

All: Aye

The following motion was made by Kate Rotella and seconded by Julie Holland:

Motion: To approve Gilbane Invoice #1 for the PMS Roof Project in the amount of \$8,956.08

All: Aye

e. Contract Update

Rob Marseglia shared an email from Paul Sartor (Attachment #2) stating his concerns regarding the method used in choosing Colliers for the Project Manager. The timeline of events and how Colliers was selected as the Project Manager was discussed. Chuck Warrington explained that Colliers are the Committee's advocate and addressed the perception there is an overlap of services. Rob Sundman suggested there be a meeting to review the services provided by Colliers in case the community has questions. Rob Marseglia agreed and will circulate the contract to the Committee at the May 10 meeting.

6. Architects Report – Review of West Vine and Deans Mill Concept

Jim Barrett, spoke and shared a PowerPoint on the schematic designs of the elementary schools and invited the Committee to view them on the drop box. Mr. Barrett also shared that Dr. Van Riley invited him to visit Deans Mill School where the fourth grade class proposed their accessible playground equipment idea for the new schools. Mr. Barrett and Rob Marseglia went over the itinerary of the May 3 Community Meeting. Rob Sundman asked Alicia Dawe if programming is all set. Mrs. Dawe reported

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some staff recently visited another newly renovated building for some ideas and currently meet every week with DRA to go over concerns. The Committee spoke on types of storage needs for classrooms. DRA will be sending a copy of the slides that will be presented at the May 3 Community Meeting for Committee review prior to the meeting.

7. New Business

- a. Process for fund expenditure authorization - tabled
- b. Process for accounting of fund expenditures - tabled
- c. Process for document review - tabled

There was no discussion on these items.

8. Public Comments Relative to Tonight's Meeting

No comments.

Rob Marseglia recapped items for next meeting's agenda. Alicia Dawe will also recap the upcoming DRA visit with the third and fourth graders and PE teacher from West Broad Street School at the next meeting.

9. Adjourn

The following motion was made by Rob Sundman and seconded by Julie Holland:

Motion: To adjourn the meeting at 9:14pm.

All: Aye



Julie Holland, Secretary