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TOWN HALL
238 Danbury Road
Wilton, CT 06897

HIGH SCHOOL RENOVATION BUILDING COMMITTEE

October 20, 2008

7:00 PM

High School Professional Library

Minutes

Present: Karen Birck, Bruce Hampson, Chip Gawle, Jim Lucey, Christian Planton, Amy Samuelson, Glenn Gollenberg, Jim Saxe, Ty Tregallas', Sean O'Toole, Mark Esposito, Tim Canty, Gary Richards, John Guth, Ty Tregellas, Glen Gollenberg, Monica Avery

1. **Call to Order** - Bruce Hampson brought the meeting to order at 7:04 P.M.
2. **Approval of Minutes of October 2, 2008** - The minutes from October 2 were corrected with the modification of a sentence (2, v) to read "The work will be done during the summer." A motion to approve the revised minutes of October 2nd was made by Karen Birck and seconded by Tim Canty.
3. **Discussion re Economic Situation** - Karen gave a brief overview on the budget scenarios that had been developed by the Board of Finance. She also spoke to Bill Brennan about a Tri Board Meeting October 29th at Comstock to discuss ways of maintaining the quality of services. Joe Dolan told Gary that the short- term markets seem to be loosening up. On Wednesday, 10/22 Groton will attempt to put out long-term bonds. In Joe's words, "...that will be a test case for Wilton."
4. **Review of Action Items from last meeting & Time Line Status**
 - a. **HVAC:** Screening, Guard Rails – Sean said that P&Z asked for mock-up of the roofs. He has delivered them to P&Z. We will need to have further conversations with P&Z – No visible equipment from the street. The unit will be visible from upper Lilly Way/lower

Catalpa. Allan will bring a photo of the unit and compare it with what it would look like with screening.

b. **Science:** Technology Review and Decisions – Jim Lucey summarized issues :

1) The three 900+ sq ft laboratories will have Smart boards mounted on the walls. They will have whiteboards that can slide over them for increased flexibility. The remainder of the Laboratories will be equipped with Mimio's. Professional development training will be offered to support Smart boards and Mimio technologies.

2) The issue of TV monitors in each laboratory is still under consideration. Each Laboratory will be equipped with ceiling mounted LCD projectors.

3) Phones will be installed at each of the teacher's desks in the Laboratory. This will afford us the opportunity to reconfigure the science workroom. Amy (SLAM) has already received input from the science department on workroom suggestions.

4) The laboratories will not be wireless. However, every effort will be made to install any hardware in the construction to facilitate shifting to wireless in the future.

5) Due to traffic flow and limited working area, computers in laboratories less than 1200 sq ft will not be located at the laboratory benches. We are shifting to more remote data collection devices.

6) All laboratories will be equipped with overhead projectors.

c. **Construction Manager AIA Draft** – We have a draft of this contract which Bruce and Karen have not reviewed. We are not sure how much Town legal review of this contract will be necessary. Ty will submit a comparison from the former version of the AIA and the current one.

d. **ADA Review?** The State reviews the ADA issues. Because we are not seeking state funding the state is not likely to review it. Glenn said that SLAM could use the state ADA check list. Bob Root will expect a letter from SLAM saying that the project is code compliant.

- e. **Construction Phasing** – Ty reported on the meeting from last week. He will take drawings that Alan gave him and come up with a clearer strategy of the plan. Present it to the Town building officials and will ultimately give it to the bidders so they will know what to expect. Sean reported on conversations with the Fire Marshall. He’s worried about life-safety when the building is occupied; any work on the sprinkler system is of concern, as are fire exits, means of egress. What does the work mean to the building? This will be a continuing dialogue with the Fire Marshall. Alan said that he and Ty will coordinate work on the phasing plans. Sean will involve Bob Root in the discussions about phasing.

- f. **Owner “Project Manager”** – Bruce spoke of the importance of clarifying our expectations for the owner’s representative. Important to make sure he does not duplicate the work or interfere with the contractors.
 - i. Job description – Sean said the 2000 project, Turner had employed a “clerk of the works”. Our concern with the current project is that much of the work will be done during the school year. Implications of the 2nd shift part of the project – who makes decisions late at night about the readiness of the building for school the next day. When does this person work? End of the shift. What authority does this individual have to approve minor changes? Do we establish a level of financial authority for this individual? Glenn said he will send us a template of a job description for owner’s rep.

- g. **Plan and Specification Review: On schedule?**
 - i. HVAC: October 31 – Alan said that there will be a draft by October 31st. He will identify question areas for the Committee.
 - ii. Science & LT – Glenn said that most of the plans/specs for this area are finishes. The equipment for the science rooms will take a bit longer. He said that a draft might be ready by mid-November.
 - iii. The final bid package will be ready by November 21st for committee review/approval. Target to go out to bid is December 8, 2008. The bid period will run through January 16.
 - iv. Bruce said that it was our intent to have the bid package organized in a base bid /alternate spec format for Roof top units and the Building Automation System. Christian also stated that lighting and sound systems for the Little Theatre should have components that are compatible with those in the Clune Center. Ty will speak with Sarah Taffel or Joe Dolan to

determine the Town of Wilton's requirement for competitive bidding.

- h. **Review of "finishes"** - Amy Samuelson introduced Monica Avery (S.L.A.M.) who reviewed the finishes for the Committee. There will be a meeting with Drama staff and Amy to discuss finishes further.

5. RFP's

Commissioning Contract –Ty said that six RFP's had been requested and that the submittals for this will be arriving October 21 at the district office. Ty suggested that the MEP team should meet to review the proposals and establish a short list. This will occur on October 22 at 4:00.

- 6. Other business** – Asbestos remediation – Ty received a revised proposal on this and will e-mail it around. The hygienist needs to do some testing so they can revise the RFP.

7. Schedule of Future Meetings – Next meeting – Thursday, November 6 at 7:00 PM

- 8. Adjournment** - At 9:05 P.M. a motion to adjourn was made by Karen and seconded by Tim.