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TOWN HALL
238 Danbury Road
Wilton, CT 06897

HIGH SCHOOL RENOVATION BUILDING COMMITTEE

FEBRUARY 11, 2009

6:30 PM

High School Professional Library MINUTES

Present: Bruce Hampson, Karen Birck, Jim Saxe, Gary Richards, Ty Tregellas, Sean O'Toole, Jose Figueroa, Cesar Jimenez, Tim Canty, Mark Esposito, Chip Gawle, Christian Planton, Jim Lucey, John Guth, Vin Tufo, Amy Samuelson, Alan Aldag, Phil Mazzatti, Jeff Matson, Tim Burnham, Frank Baldino, Evan Wyner, Roy Litchfield

- 1. Call to order** – Bruce Hampson called the meeting to order at 6:37 PM
- 2. Approval of minutes** of meeting January 6, 2009 Birck/Lucey
- 3. Introduce Turner Project Superintendent and Staff** – Ty Tregellas introduced the Turner staff members Jeff Matson (Project Mgr.) Phil Mazzatti will serve as our Turner Engineer and Tim Burnham will be the Project Superintendent.
- 4. Bid results** ... Ty passed out an Executive Summary that contained the original project estimates and the total costs. The total project came in approximately 20% below the original estimate.
 - **New Estimated project cost - \$16,601,540**
 - Major Contractors
 - Demolition – LVI
 - Masonry – Acronom
 - Steel – Steeltech
 - Millwork – Gibson
 - Roofing – Greenwood
 - General Trades - CGM
 - Doors, Hardware- Kelley
 - Flooring – Barall
 - Painting – R&M
 - Stage Rigging – Walker
 - Aud. Seating – RH Lord
 - Fire Protection –S&S
 - Plumbing – Crest
 - HVAC – Ferguson

- Electric - Bantom

- Base bid Alternate Results: HVAC & BAS – Ty briefly reviewed the 18 bid alternates, many having to with the Little Theater. None of the alternates will be taken.

5. BOS Meeting 2/2/2009 and 2/9/2009 ... Karen reported on our meetings with the Board of Selectmen. On 2/2 a sub-group explained why the HVAC project needed to be handled as an integrated project. Because Turner had not completed the interviews with the bidders we could not comment on the Little Theater. We were directed to meet with the Council on Public Facilities. We met with the CPF on 2/3 and reported on the status of the project. They unanimously recommended that we move the project forward as planned. We returned to the Board of Selectmen on 2/9 and after some discussion, they unanimously approved the complete project as proposed.

6. Time Line Status Ty shared a project timeline. This will be refined as planning continues. Ty spoke of the staging areas, trailers, storage containers and project office space.

- Some further preconstruction work will begin February 16th and construction is scheduled to begin on the Little Theater on March 16, 2009.

7. Owner's Project Representative: Revised Job Description – Bruce reviewed the responsibilities and authority of the position and specifically the authority of Owners' Project Representative to approve change orders up to \$10,000. Change orders in excess of this would be taken to a subcommittee of Karen, Bruce, Sean and Gary. Depending on the magnitude of the change order, this group would either approve the change or convene a committee meeting to discuss the change request.

He then introduced a resolution for the committee's review/discussion.

MOTION TO AUTHORIZE A SUBCOMMITTEE OF THE BUILDING COMMITTEE TO APPROVE CLAIMS UP TO \$100,000.

Resolved that the WHS Building Committee authorizes a subcommittee consisting of:

- Building Committee Co-Chairs
- Wilton School Superintendent
- District Supervisor of Maintenance Services

to approve, in a timely fashion, without convening a meeting of the full Building Committee, the payment of approved (by the Construction Manager and the Owner's Project Representative) claims in excess of \$10,000.

This sub-committee may seek the advice of other members of the Building Committee as appropriate in making such decisions.

The Sub-Committee shall seek the approval of the full Committee for any claim in excess of \$100,000.

The Owner's Project Representative has the authority to approve claims up to a total of \$10,000 for a single claim.

This authorization is given in the interest of avoiding a delay in the processing of legitimate claims so that the project time line will not be compromised. All such claims and authorizations will be fully reported at the next scheduled meeting of the full Building Committee.

This resolution was moved/seconded by Tim Canty/Jim Saxe. Unanimously approved

8. Detailed discussion:

- Malcolm Whyte led a spirited conversation on "What if's" that often happen in most projects.
- Bruce asked the A & E team about what could happen that would delay our project. Ty responded that abatement can hold up a project. Frank Baldino said that manufacturing delays can also delay the project. Alan Aldag said that delivery of the HVAC controls at the end of the project can be a problem. Amy Samuelson said that mill work, fume hoods and some other parts of interior fixtures in the Science Labs needs to be coordinated to avoid delays.
- Stake Holder questions – Chip, Christian and Jim said that they were comfortable with the time line as presented.
- Evan Wyner (SBS) spoke of the commissioning process – goal - make sure that everything is installed correctly. They will be involved in all phases of the construction process. As sections are completed, they will test them.

IMPORTANT AGREEMENT:

- ***The S/L/A/M, BVH, SBS and Turner teams agreed to work together to correct errors and omissions on the drawings and in the specifications, to expedite shop drawing review and approval and cooperatively address issues on site in an expeditious manner. It was stressed that this is particularly critical with the compressed project time line.***

9. Adjournment – The meeting was adjourned at 8:35 PM.

Respectfully submitted,

Gary G. Richards