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TOWN HALL
238 Danbury Road
Wilton, CT 06897

HIGH SCHOOL RENOVATION BUILDING COMMITTEE
WEDNESDAY, AUGUST 12, 2009
6:30 pm
ZELLNER GALLERY - CLUNE CENTER
AGENDA

Present: Bruce Hampson, Karen Birck, Jim Saxe, Vin Tufo, Sean O'Toole, Jose Figueroa, John Perna, Mark Esposito, Bob O'Donnell, Jim Lucey, Ty Tregellas, Phil Mazzati, Mike Douyard, Tim Burnham, Amy Samuelson, and Alan Aldag,

TOUR OF CONSTRUCTION SITE

- Mike and Sean led the group on a tour of the building so that we could see the progress to date.

BUSINESS MEETING: CLUNE CENTER LOBBY.

1. **Call to order**- Bruce called the meeting to order at 7:19 PM
2. **Approval of minutes of meeting of July 8, 2009** – A motion to approve the minutes was made by Jim Saxe and seconded by Jim Lucey.
3. **Turner Construction Report** – (Mike Douyard)
 - Progress Report
 - Construction Status – Mike commented on the progress that is being made. Although there will be some work remaining after school opens, the majority of construction on the 3rd floor will be completed by Sunday 8/16. Once this happens, those who have been working on the 3rd floor will be assigned to the two lower floors. The schedule for the next few weeks is as follows:
 - 8/13/09 – Meeting with the Fire Marshall/Building inspector to discuss requirements for opening
 - 8/17/09 –8/24/09 HVAC startup
 - 8/24/09 – Fire alarm test
 - 8/24/09 – Work on corridors will be complete
 - 8/24/09 – Administrative offices are re-occupied (if approved by Fire Marshall and Building Inspector)
 - 8/25/09 – Sprinkler test

- 8/26/09 – Assuming above tests are satisfactory, either a Temporary Certificate of Occupancy (TCO) to be issued or a verbal OK to occupy the building will be given
 - 8/26/09 - Teachers able to access building
 - 8/31/09 – Opening day of school – Little Theater and Science Rooms will be available for classroom use but will not have fully operational lab capabilities
 - Work remaining at start of school / time line –
 - 9/11/09 – Science labs will be fully operational
 - 9/14/09 – Little Theater stage lighting and sound system to be complete
 - Above ceiling heat pipe and insulation work, installation of remaining classroom duct work
 - 9/30/09 – Balancing of HVAC system to begin
 - October-November – Balancing and Commissioning work
 - Work after the first day of school will be done on second shift (ie 3:30pm to midnight)
 - Fire Inspector requirement –
 - Mike reported that his staff and Sean have been in close communication with the Fire Marshal. They will be meeting again tomorrow morning to make absolutely certain that we fully understand their expectations. There are three main priorities: 1. Operational Fire Alarm System 2. Operational Sprinkler System 3. Safe means of egress – Corridors must be clear; exit lights must be fully operational and a clear path of egress must exist.
- IAQ Audit
 - Indoor air quality testing will again be done on 8/29 or 8/30 and results will be given to the administration.
- Financial Report
 - Turner reported on the value of potential change orders to date and the balance of contingency funds.
- Review Potential Change Order Log (PCO)
 - There was some discussion of the change order that covered the replacement of outmoded fire alarm system. This had been strongly encouraged by the Fire Marshall.

- Outstanding Contractor issues.
 - Mike and Ty gave examples of ongoing negotiation with the contractors on the value/pricing of change orders. They are working diligently to ensure that any change order is fully justified and have successfully negotiated the price we are willing to pay for necessary change orders.

4. **Owner's Representative Report (Sean)**

- Cleaning // General Appearance – Sean has mobilized his custodial staff. Cleaning has been completed in parts of the building that were not affected by the project. The goal is to continue with the classroom cleaning and set up as soon as the construction work has been completed. This has begun on the 3rd floor and will then move down to the lower floors. It is likely that cleaning will continue right up to 8/30. Rooms will be fully cleaned before 8/26 but carpets will likely not be shampooed until later in the Fall.
- Sean reported that the “demand limiting system” that has been installed will significantly reduce our kilowatt demand and estimated that utility savings could be as much as \$14,000 per year. To date we have qualified for an \$83,000 rebate from CL&P resulting from the installation of an energy-efficient HVAC system, energy efficient lighting in the corridors of the old part of the building and occupancy sensors in all classrooms and corridors. The town will receive the rebate after CL&P verifies that the work has been done. We are also pursuing a rebate from CL&P for up to 40% of the cost of a demand limiting system. At this time it is unclear how much the rebate will be.

5. **Board of Selectman Status Report (Karen)**

Karen gave the Board of Selectmen an update on 8/04/09 and invited them and the Council on Public Facilities to the 8/13/09 walk through. First Selectmen Brennan and Mary Kehoe (CPF) participated in the walk through.

6. **A&E Team Concerns and input**

Amy Samuelson (S.L.A.M.) commented on the progress she noted over the past few days. Bruce reported that Ferguson had praised Alan Aldag and BVH for their responsiveness to any questions or concerns.

8. **User Concerns and input**

- Bob and Gary spoke of the work that Bob has done to help keep students and parents out of the building until we have received approval for occupancy. Signs have been made and parents have been notified that the building is off-limits. While this has not been a huge problem thus far, we anticipate that student excitement will grow as we get closer to the opening of school.

- Bob said that Tim Canty has done a good job of communication with the faculty and expected that more would be done to manage expectations as we get closer to 8/26.

9. **Adjournment** - The meeting was adjourned at 8:10 PM.

10. **Next Meeting – 09/09/09**

Respectfully submitted,

Gary G. Richards