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TOWN HALL  
238 Danbury Road  
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## HIGH SCHOOL RENOVATION BUILDING COMMITTEE

TUESDAY, NOVEMBER 24, 2009

6:30 pm

PROFESSIONAL LIBRARY

MINUTES

**Present:** Bruce Hampson, Karen Birck, Jim Saxe, Gary Richards, Tim Canty, Ty Tregellas, Mike Douyard, Phil Mazzatti, Alan Aldag, Amy Samuelson, Glenn Gollenberg, John Perna, Sean O'Toole, Marc Esposito, Tim Canty, and John Guth, Gil Bray attended as a BOE visitor.

1. **Call to order** – Meeting was called to order at 6:38
2. **Approval of minutes of meeting of October 7, 2009** – a motion to approve the minutes of the October 7<sup>th</sup> meeting was made by Karen and seconded by Sean. Unanimously approved.
3. **Turner Construction Report**
  - Progress Report- Mike Douyard reported on three main items: close out, MEP schedule and budget.
  - **Close out Status** – In order to close out a contractor, there are many things that need to be submitted: Completed tests and certifications, record submittals, operating and maintenance manuals, as-built drawings, attic stock, owner training, one year guarantees, extended guarantees, and punch list completion. At this point, six contractors have met these criteria: Kelly Brothers (Door and Hardware Package), Barall & Konover (Flooring), Robert Lord (Little Theater seating), Walker Specialties (Stage curtains), S&S Fire Protection (Sprinklers) and Crest Mechanical (Plumbing.) Before final payment is issued, each contractor must submit a lien waiver that certifies that they and any subcontractor that has worked for them have been paid.
  - **Motion to Close Out 6 contractors** – A motion was made by Karen Birck to close out the six contractors identified above and was seconded by Jim Saxe. It was approved by a vote of 7-0.

Of the remaining 10 contractors, most are 90-95% completed. By the January meeting, we anticipate that all but two contractors (mechanical and electrical) will be completed.

The warrantee period begins when a determination of substantial completion has been made, i.e. when the owner has "beneficial use" of the space or system. We have substantial completion in the Science wing and the Little Theater. The HVAC is not substantially complete. It will be deemed substantially complete once BVH approves the balancing reports and certifies that the system is performing as designed.

- **MEP Schedule** - Mike Douyard reported that the contractors have been working on 2<sup>nd</sup> shift. In some cases, they are waiting for materials needed to complete their work. He further reported that there is some demolition and abatement work in the front lobby (the vestibule area between the double set of glass doors). This work is to be done over the Thanksgiving Break.

**System Balancing** - This is approximately 60-70% completed. The controls are scheduled to be completed by the week of November 30-December 2 but that may not be a realistic schedule. The commissioning work by SBS has not started and will begin once the mechanical work and balancing has been completed. SBS will stay with the project through four seasons to insure that that all systems are performing as designed

**Contractor Issue-** Mike reported that the CT Department of Labor has notified us that a third tier subcontractor may be in violation of the "prevailing wage" law. We will withhold further payment from *our* contractor until the State informs us that the violation has been remedied

- **Negotiations** with contractors were discussed. Bruce pointed out that the construction manager (Turner) plays a key role in minimizing change orders. He praised Mike Douyard for the outstanding job he has done in developing back up information on all aspects of change orders and in negotiating over these change orders. Bruce also said that BVH has played a critical role with respect to their attention to detail in all work. Their knowledge of every piece of equipment used, as well as their coordination of drawings, as-builts, contract language etc. has helped us negotiate reasonable change orders.
- **Budget - Mike** reviewed the current status of the project budget and pointed out that the project currently exceeds the estimate at bid time by approximately 2.6% or \$448,000. This is largely due to several factors:
  - Fire alarm system upgraded as required by the Wilton Fire Marshall. (\$100,000)
  - Modified corridor hallway lighting to comply with current codes as required d by the Wilton Building Official (\$44,000)
  - Relocation of considerable numbers of sprinkler lines to accommodate new HVAC duct work and compliance with Fire

Marshall's directive to drain the sprinkler system at the end of each day (\$300,000)

- There may be some additional costs as we complete the balancing and commissioning process. We are also awaiting word on how the Town will allocate the costs associated with the conversion of the bond anticipation notes to permanent bonded funding.

Bruce emphasized the good news about this project:

- The project was completed on time
- The students were able to access the new facilities on time and;
- The project will come in approximately \$3,000,000 below the budget of \$20.3 million approved by the voters in September, 2008.

4. **Owners Representative Report** – Sean O'Toole commented on several items:

- There has been some delay in receiving the rebate check from CL&P. We will likely receive additional rebates resulting from some of the work on the Science Wing.
- Day 2 work – Sean is having his staff handle some of the Day 2 work in house (replacement of doors, flooring, and other minor items) in an effort to save money.
- John Perna and Mark Esposito are continuing to compare computer monitoring readings with the readings on the sensors throughout the building and readings on the roof top units.
- Since WHS is a 'latex free zone', some of the remaining painting will be done during the Christmas Break.

5. **A&E Team Concerns and input** – Bruce commented on the stellar work done throughout the project by Alan and the BVH team. Both Alan and Amy pointed out that a large part of the success of this project was the result of outstanding cooperation between the Building Committee's professionals.

Amy noted two items of concern in the Little Theater: One was a request by Christian concerning some of the light pipe/equipment that was not able to be installed as planned. Christian would like to have this placed in the back of the stage. Mike said he will get estimates and bring this back to the committee for consideration.

A second item was the problem with the line of sight of the 3<sup>rd</sup> row seats. Mike said that many options have been considered and that we need to look at the cost before determining a course of action.

Glenn said that SLAM will return a year from now to discuss the project with the end users. This would bring full-circle the work that SLAM did at the outset of the project with the "visioning sessions."

6. **User feed back, concerns and input** - Tim Canty expressed his pleasure in seeing evidence that the renovation is making a difference in the learning experience of our students. He hoped that all who have worked on this will take some satisfaction in the impact their work will have on the lives of students.

7. **Next Meeting – January 13, 2010 at 6:30 PM**

8. **Adjournment** – The meeting was adjourned at 7:58 PM.

Respectfully submitted,

Gary G. Richards