

**TOWN BUILDING COMMITTEE SPECIAL MEETING MINUTES  
APRIL 24, 2018**

**Present:** Raymond O'Connor, Chairman  
John Rhodes  
Abraham Fisher  
Gene Carini  
Tim Hagen

**Absent:** Robert Sullivan  
Jerry Fortier  
William Derry

FILED

Apr 30 2018 AT 8:30 AM/PM  
William Derry  
EAST LYME TOWN CLERK

**Also Present:** Jeffrey Newton, Superintendent of Schools  
Michael Brennan, O&G  
Joseph Vitro, O&G  
Scott Macey, O&G  
Thomas Goizuet, O&G  
Marianne Stevens, BOE Finance Director  
Melissa Delerto, Lillie B. Haynes School Principal  
Linda Ania, Flanders School Principal  
Jeffrey Provost, Niantic Center School Principal  
Ted Hunt, ELPS Facilities Manager  
Mark Salerno, Board of Selectmen

**1. CALL TO ORDER**

Chairman O'Connor called the Town Building Committee Special Meeting of April 24 to order at 6 p.m.

**2. APPROVAL OF APRIL 5, 2018 MINUTES**

Mr. O'Connor asked for additions, deletions or corrections to the April 5, 2018 Town Building Committee Special Meeting Minutes.

**MOTION (1):** Mr. Rhodes moved to approve the Town Building Committee Special Meeting Minutes of April 5, 2018, as presented. Seconded by Mr. Fisher.  
(5-0) Unanimous

**3. PUBLIC COMMENTS**

There were no public comments.

**4. CORRESPONDENCE**

There was no correspondence.

**5. OLD BUSINESS**

There was no discussion of old business.

## 6. NEW BUSINESS

### Elementary School Project:

#### Discuss Flanders School Bids

The Committee reviewed alternates. Mr. Rhodes felt the generators could be eliminated because the school would probably be closed if power was lost. Mr. O'Connor reported he emailed Ms. Purcell and suggested eliminating the generators, and she replied the design is integral with the generators. Mr. Rhodes felt if there was space in the switch gear room, it may be added at a later time. It was suggested that Mr. Jacunski and O&G review the base bid for the replacement of skylights at Niantic Center School. Mr. Rhodes was concerned with the leaking.

Mr. Brennan referred to cleaning, re-pointing and repair of the exterior brick and informed the Committee it will be re-bid and funds have been set aside for this work.

It was felt the flooring needs to be taken care of.

The classroom water bubbles could be eliminated.

Ms. Delerto reported the pre-school windows at Lillie B. Haynes School leak. Mr. Newton agreed. Mr. Salerno felt the pre-school windows need to be replaced. Ms. Delerto suggested a walk through. A wing in one area of the fourth grade at Lillie B. Haynes should be replaced. Mr. O'Connor felt the Committee needs Ms. Purcell's post-bid review. Mr. Newton suggested costing out the hallway. Mr. Salerno asked if furniture could be paid out of a different funding source? Mr. O'Connor replied that is a owner's cost.

Mr. Newton was informed by the principals that the intercom speakers work.

Overflow parking and the clock system are being held back.

Mr. Rhodes felt before we sign contracts with the subcontractors, we need to receive input from Messrs. Jacunski, Vitro and Brennan and brainstorm on the base scope on the valuation.

Mr. Biega suggesting breaking down the alternates into smaller issues. Dick Morris suggested the fire alarms and generators.

Mr. Brennan suggested painting the school logos in the corridor flooring at a later time.

Mr. Salerno asked what is the percentage of state reimbursement? He was informed 44% if we receive a space waiver.

Dr. Hagen felt the windows and the pneumatic controls should be replaced.

Mr. Rhodes stated in Mr. Jacunski's contract he is responsible to have the design within budget.

The Committee plans to meet on April 30 at 4:30 p.m. at the High School. Mr. Jacunski, Mr. Brennan and Ms. Delerto will review the window issues.

Mr. Brennan felt decisions need to be made on what is needed and what is a wish list.

Dr. Hagen felt a schedule is needed.

#### Interview proposed O&G staff replacements

Mr. Brennan reported the original Superintendent did not want to make a trip to East Lyme. We found Scott Macey who had a lot of school experience. Mr. Vitro was not available originally but has now become available to work on East Lyme's elementary school project. Mr. Brennan stated he did not want to bring a problem to this Committee without a solution. He hoped O&G has not lost this Committee's trust. O&G will endeavour to gain your trust. Mr. Vitro has had of experience on school projects. Mr. Macey has worked on hospital and school projects and Mr. Goizuet has had renovation experience.

Mr. Vitro informed the Committee he has been with O&G for nineteen years. He asked the Committee to contact Naugatuck for a reference. Mr. Newton stated he has done that, and they spoke very highly of Mr. Vitro. Dr. Hagen asked if Mr. Vitro has looked at the schools? Mr. Vitro stated he has. Dr. Hagen asked what school did he feel is easy and which school will be difficult. Mr. Vitro replied structurally Flanders and Niantic schools he anticipates to be more difficult. Dr. Hagen asked what is the schedule for the three schools? Mr. Vitro replied he handles the paperwork on one school at a time. He will meet with the principals to coordinate their schedule with O&G's schedule. He will have meetings once a week at the beginning of the project with the various trades at each school. Mr. O'Connor asked if the Project Manager will be stationed at this school with Evan Nelson? Mr. Vitro replied that is the plan at the present time. He added we will be handling paperwork, moving the project along and resolving any issues that may occur. Mr. Goizuet will be at Flanders School, Mr. Macey will be at Niantic School, and he and Mr. Nelson will be at Lillie B. Haynes. He added we will have a trailer at Lillie B. Haynes, because the other schools have no room.

Dr. Hagen asked Mr. Macey to discuss his background. He stated he has been in construction for 33 years. He has done school renovation and worked on new science labs. He has been with O&G one month. Mr. Newton asked if he is learning about this project. Mr. Macey replied he is working on that right now. Mr. Newton asked if he was Superintendent in other schools he worked on? Mr. Macey replied he was. Mr. O'Connor asked if he has gotten along with everyone? Mr. Macey replied he has. He stated he feels the community is a top priority. Mr. Vitro stated if there are any issues he wants to hear about them. Mr. Brennan added we set up a phone tree. Mr. Macey informed Mr. Provost he can talk to him and see Mr. Vitro often. Mr. Goizuet stated he

will meet with the principals once a week. Mr. Vitro stated he will also meet with the principals once a week.

Ms. Ania asked what are some of the issues we will need to discuss? Mr. Vitro replied we will need to talk to you and the Facilities Manager about schedules, and we will go over what we plan to do and what you can expect. We will need to plan on the rooms we would like to work on. There is not as much activity on the elementary level. In the beginning we will have several meetings.

Mr. Brennan stated phasing will be discussed with Ms. Purcell. Dr. Hagen asked when will you meet with the principals? Mr. Brennan replied after abatement. We anticipate some time in May. Mr. Vitro stated we work on each school individually and go over the move. Mr. Hagen asked what do you feel about the scope of the work? Mr. Vitro replied we are re-using a lot. Normally he works on as new. His only concern is there may be issues with re-using. Mr. O'Connor asked Mr. Goizuet if he has looked at the plans and specifications? He stated he is beginning to review the drawings. He will become more involved in June. It was felt there is a very short window in the summer. Mr. Newton stated the last day of school is June 22. Mr. Vitro stated we will have meetings in May.

Ms. Stevens felt the teachers will be here on half days. Mr. Vitro stated the movers will bring boxes which the teachers can use during free time. Ms. Stevens reported the boxes are at the school.

Mr. Salerno asked about roof drilling and the possibility of inclement weather and felt its necessary to be prepared. Mr. Vitro replied we meet with the contractors and inform them the roof needs to be covered every night.

Mr. Rhodes asked who has gone through the specifications and drawings? Mr. Vitro replied he has gone through the specifications and into the plans. We see structural elements at Niantic and Flanders. Mr. Rhodes asked what was the plan for beginning weekly construction meetings with the staging contractors? Mr. Vitro stated we will have pre-construction meetings early in May. Once the contracts are awarded, we will go over quality and having a man on site. Beginning in June we will have weekly meetings. We will review submittals. He has spoken to Mr. Jacunski and he has committed to two weeks. The trade contractors will have submittals early. He will need casework drawings and door frames. Mr. Rhodes asked at what point would you expect all the subcontractors to show up on those dates. Mr. Vitro replied abatement needs to be on site first and the demolition contractor. Mr. O'Connor asked to be provided schedules. Mr. Brennan agreed to email them. This is a 14 month project.

Mr. O'Connor felt O&G did an excellent job at pre-construction.

Mr. Salerno felt this project could be educational for youngsters to see. Mr. Brennan felt it can be tailored to the age group. Mr. Newton asked if O&G will provide hard hats for the youngsters? Mr. Brennan replied they will. Mr. Vitro stated he will be on site the entire time.

Mr. O'Connor stated there will be no objectionable tee shirts, no smoking, no radios. Ms. Ania asked if there will be a background check for everyone working on the project? She was informed they have had background checks. The workers will arrive before the youngsters come to school. Mr. Newton stated the youngsters arrive at 9 a.m.

Mr. Brennan suggested considering dates for a special ground breaking ceremony at each school. Mr. Newton suggested sometime at the start of the school year.

Mr. Salerno asked if Mr. Vitro has looked at the contractor's list? Mr. Vitro replied he has. He felt the low bidder at Flanders has had some issues.

Mr. Carini asked when will the roof top be done? Mr. Vitro replied after hours or on weekends.

Ms. Ania asked will workers come in and out through the exterior? Mr. Vitro replied they will. Mr. Carini asked will they have a badge? Mr. Brennan replied badges are mandatory. Mr. Vitro will make sure they wear hard hats or they will be fined.

O&G left the meeting.

Mr. O'Connor felt the Project Manager seems knowledgeable and experienced. Mr. Newton stated he was praised very highly by Naugatuck. Mr. Provost added he sounds as though he will be available. Mr. O'Connor stated O&G has performed very well on previous projects.

Mr. Newton asked if we have problems with an individual can we request a change? Mr. O'Connor stated they will be on site in July and August.

Ms. Ania stated Ms. Purcell reported to her they may have to extend the project by two months. Mr. O'Connor this is because of the fire alarms and pneumatic controls. Mr. Rhodes stated we will have two fire alarms. Mr. Rhodes felt Mr. Vitro needs to take care of issues as soon as possible. Mr. Carini suggested that there is a probationary period. Mr. Rhodes stated Mr. Brennan represents that he is held responsible. He will come periodically.

O&G returned to the meeting.

Mr. O'Connor informed Mr. Brennan we would like to proceed with your recommendations. We would like to have meetings with the Project Manager and principals next week if possible. We will use the summer as a probationary period. Mr. Rhodes suggested meetings with the Project Manager, head custodian and Mr. Hunt.

Messrs. Vitro, Macey and Goizuet left the meeting.

Ms. Purcell came to Ms. Ania and stated there is too much work and the project might need to be extended by two months or the phasing may be changed. Mr. Brennan replied we are not changing the schedule.

It was felt the office and nurse's office have so much that needs to be done, they would like to include the nurse and principals. There was concern that the closet for IT there will not be internet service in the school. Ms. Purcell emailed Mr. Jacunski regarding this matter. Mr. Brennan stated Mr. Vitro will be involved in the scheduling. Mr. Brennan stated things will be somewhat elastic and can be looked at in a different way. Mr. Rhodes suggested using temporary cables. Mr. Hagen felt this is an example why it is important that Mr. Vitro and the Superintendent develop a relationship with the principals.

## 7. PAYMENT OF BILLS

Invoice #18094, dated April 2, 2018 was received from Jacunski Humes Architects, LLC for Niantic Center School in the amount of \$14,430.

**MOTION (2): Mr. Rhodes moved to approve Invoice #18094, dated April 2, 2018 from Jacunski Humes Architects, LLC for professional services for Niantic Center School in the amount of \$14,430. Seconded by Mr. Fisher. (5-0) Unanimous.**

Invoice #18093, dated April 2, 2018 was received from Jacunski Humes Architects, LLC for Flanders School in the amount of \$16,750.

**MOTION (3): Mr. Rhodes moved to approve Invoice #18093, dated April 2, 2018 from Jacunski Humes Architects, LLC for professional services for Flanders School in the amount of \$16,750. Seconded by Mr. Fisher. (5-0) Unanimous**

Invoice #18092, dated April 2, 2018 was received from Jacunski Humes Architects, LLC for Lillie B. Haynes in the amount of \$20,790.

**MOTION (4): Mr. Rhodes moved to approve Invoice #18092, dated April 2, 2018 from Jacunski Humes Architect, LLC for professional services for Lillie B. Haynes in the amount of \$20,790. Seconded by Mr. Fisher. (5-0) Unanimous.**

Invoice #48724, dated March 29, 2018 was received from Mystic Air Quality Consultants, Inc. in the amount of \$1,500.

**MOTION (5): Mr. Rhodes moved to approve Invoice #48724, dated March 29, 2018 from Mystic Air Quality Consultants, Inc. in the amount of \$1,500. Seconded by Mr. Fisher. (5-0) Unanimous.**

Invoice #48724, dated March 29, 2018 was received from Mystic Air Quality Consultants, Inc. in the amount of \$1,370.

**MOTION (6): Mr. Rhodes moved to approve Invoice #48723, dated March 29, 2018 from Mystic Air Quality Consultants, Inc. in the amount of \$1,370. Seconded by Mr. Fisher. (5-0) Unanimous.**

#### **8. ITEMS FOR FUTURE AGENDAS**

O&G update.

#### **9. ADJOURNMENT**

**MOTION (7): Mr. Fisher moved to adjourn the April 24, 2018 Town Building Committee Special Meeting at 8:00 p.m. Seconded by Dr. Hagen. (5-0) Unanimous.**

**Respectfully submitted,**

**Frances Gheri, Recording Secretary**

