

**School Building Committee
Westport Community Schools**

DATE: Wednesday, September 15, 2021

TIME: 6:00 p.m.

PLACE: Virtual Zoom Meeting

Zoom Meeting Link:

<https://us06web.zoom.us/j/83241356055?pwd=Ti85S1VHbkR4a0k3RVpmV2tYQ01uQT09>

Meeting ID: 832 4135 6055

Passcode: 251427

Dial-In: 1-646-876-9923

MINUTES

Present: Thomas Aubin, Chair Dianne Baron, Jon Bernier, Michael Duarte, James Hartnett, Joseph Pacheco, Co-Chair Tracy Priestner, Kevin Rioux, Shana Shufelt, Nancy Stanton Cross, Antone Vieira, Antonio Viveiros

Absent: David Cass, William Gifford, Jeffrey Wade

Also Present: Tom Flanagan, Bob Gilchrist Executive Project Manager Agostini Bacon, Laura Jolly Project Manager CHA, Jonathan Levi Architect JLA, David Pereira GGD, Dan Tavares OPM CGA Project Management, Anthony Tomah Director of Technology, Charles Van Voorhis JLA, 1 Community Participant

I. Call to Order - Chair Dianne Baron opened the Virtual SBC Meeting at 6:00 pm. with a quorum of the members present. Chair Baron announced that the meeting was being recorded and a transcript will be available.

II. Comments and Statements from the Public/Citizen's Participation - There were none.

III. Construction Manager Report - Mr. Gilchrist showed pictures and explained the following:

- Current photo front of school
- High School Main Office looking out at front vestibule
- Classroom, interactive tv, and teacher desk set up
- Science classroom with tables and stools, all finishes complete
- Library meeting section, transferring library books from containers
- Auditorium, working on speaker boxes, staging, in several days will be wrapped up and completed
- Gym locker room, speakers overhead, acoustical panels, right side needs lowering, work scheduled for Saturday
- Second floor common area
- Front side of tennis courts facing library, plantings going in this week, finishing up mulch and seeding, post was added for a gate to entrance driveway
- Playing fields 75-80% complete with grading changes, sorting out boulders, meeting with all sub-contractors tomorrow, working with irrigation main and underground work

Chair Baron asked if there were any questions for Mr. Gilchrist?

Chair Baron asked if there is a date for gym completion? Mr. Gilchrist said end of September.

IV. OPM Report - Mr. Tavares began his OPM Report dated 9.15.21.

Building Occupancy Status - Westport Building Inspector issued a 3-month Temporary Certificate of Occupancy (TCO) on September 2, which expires on November 30, 2021. A permanent one will be issued at a later date.

Substantial Completion Status - Project Team coordinated and submitted all necessary documents, affidavits, certifications, and inspections in preparation of achieving Substantial Completion on September 2, 2021. Several areas and building systems are not included with this certificate. Warranty of these systems will start once approved and new Certificates of Substantial Completion get issued. Owner transferred utilities and insurance as of September 2 to allow students to start school on time.

Library Well - Ms. Jolly reported the water treatment system is an open item. Tata & Howard will be assembling the water treatment permit application for resubmittal to DEP. They are also preparing a proposal of a Pilot Study for the water treatment system to be ready for next month. It will be up and online beginning of next year.

FF&E Status - Miscellaneous furniture deliveries are coming in and installations continue. The Project Team is working with Silver Lining and coordinating with school on remaining items. Purchase orders total \$1,755,019.25 from the approved amount of \$1,819,000 leaving a balance of \$63,980.75 remaining in the budget.

Technology/Security Equipment Status: The building has Wi-Fi with temporary wireless access points. Permanent wireless access points are due in late October. AV vendor is wrapping up with installation of classroom monitors. Installation of telephones are ongoing with 30-40% complete, patching is continuing with final completion in the next two weeks. A/V system and mixing board has been received with final connections to Auditorium being worked on. Work is wrapping up in the Former Childcare space with final technology installation to be completed. Security system is installed and operational. Training for the security system has occurred and another training will be held with Mr. Tomah. AV and phone system trainings will occur within the next few weeks. Technology Purchase Orders total \$1,068,266.34 from the approved amount of \$1,082,000 leaving a balance of \$13,733.66 remaining in the budget.

Move Management - Move by Sterling went well. Crates were packed by staff. The first pickup of the crates happened on September 10. Another pickup of the remaining crates will be on September 17.

SBC Building Tours - Mr. Tavares reported that now is the time to start considering a date to hold a tour of the school. Having this take place on a Saturday would not interfere with school operations.

Ribbon Cutting - Possible to have this take place during the last week of October. This needs to be confirmed with the MSBA. This event would be ceremonial with a ribbon cutting and speeches. Tour of the building would take place at a later time. Chair Baron suggested to check with representatives Paul Schmid and Senator Rodrigues for a building tour.

CGA Services - Agreement between CGA and Daedalus/CHA services will be completed by September 30, 2021. CHA Project Management will continue with closing out the punch list items and paperwork. MSBA needs to be notified of this Project Team update. Mr. Tavares OPM has been working on this project for 5 ½ years. Mr. Tavares told everyone it was a pleasure and honor to work with everyone. Chair Baron thanked Mr. Tavares for his services.

Change Order Log - Mr. Tavares reported there was a recent meeting with the Subcommittee and Project Team to review and approve items under \$25,000. A list of items was presented.

Mr. Tavares reviewed CM Contingency Items, Change Order Management Summary through Change Order #19, Contingency Status Report through Change Order #19, and Pending items for Change Order #20. There is an ongoing effort to close these items out.

Project Budget

MSBA Reimbursement Status	
Total Project Budget:	\$ 95,942,759
Total Payment Requests Submitted to Date (46):	\$ 78,956,226
Maximum Total Facilities Grant:	\$ 38,014,400
Total MSBA Payments Issued to Date:	\$ 31,618,304
Percentage of Reimbursement Rate/Effective Rate:	49.47% / 40.04%
Current Payment Request Amount (PR-46):	\$ 2,144,761
Pending MSBA Payment (PR-46):	\$ 538,265
Percentage of Total MSBA Grant Paid to Date*:	84.11%
*Approximately \$4.6M remaining of MSBA reimbursement to 95%	

Once 95% of grant is reached the MSBA will hold off on issuing any future reimbursements until after an audit takes place. This could take up to a year or more.

Chair Baron asked if there were any questions?

Mr. Rioux asked if a decision was made on the covering for the main stairs? They are concrete. Mr. Levi stated the design intent was for concrete treads with painted metal risers. This was done by the contractor and looks good and compatible to the school. Mr. Levi stated adding risers is an unnecessary expense.

Mr. Tavares asked JLA to price out changes for the stairs. It was mentioned stair treads would cost \$27,000 and take 3 months. In addition, the outside shelter was not within the scope of the project. Chair Baron mentioned to evaluate the stairs and shelter together.

Mr. Levi mentioned Mr. Aubin asked him to look at the stair application. Mr. Levi mentioned the concrete is sealed and is not supposed to be stained. Mr. Levi will get back to the committee on his findings.

Mr. Gilchrist mentioned the risers will be a written change order. They will need to get them from Germany, they are in stock and will take 8-10 weeks for stairs.

V. Architect Updates - Mr. Van Voorhis reported they are working with punch lists in all spaces, continuing to get information to close out the project and working on pricing out proposal requests. In addition, they are assisting Silver Lining to prepare some quotes for overlooked items.

Chair Baron asked if there were any questions? There were none.

VI. Superintendent's Report - Superintendent Aubin thanked Mr. Tavares for everything he has done. He also gave thanks to the staff, Agostini, Mr. Gilchrist, Public Safety, Fire Department, and Police Department. The Leadership Team is solidifying the Emergency Operation Plan. They are working with Lisa McMasters on tennis courts activities. In late October tours will be planned.

Chair Baron asked if there were any questions?

Mr. Rioux mentioned if needed traffic lights at the top of the hill may need to have timing adjusted to help traffic flow.

VII. Subcommittee Updates - Mr. Tomah reported that Ms. Jolly previously reported on Technology status and had nothing further to add.

VIII. Action Agenda

- a. Review and approval of Proposed Change Orders that exceed \$25,000 - There were none.
- b. Approval of Change Orders and Associated Proposed Change Orders - There were none.

c. Approval of the August 25, 2021 School Building Committee Minutes -

A motion was made to approve the School Building Committee Minutes of August 25, 2021.

Motion by James Hartnett, seconded by Antone Vieira, all were in favor, motion passed

Chair Baron announced she will be stepping off the committee. Chair Baron entertained nominations for a Chair from the committee.

A motion was made to nominate Antonio Viveiros for Chairman of the School Building Committee.

Motion by James Hartnett, seconded by Kevin Rioux

Chair Baron asked if there were any other nominations, there were none.

A vote took place on the nomination, all were in favor, motion passed

Mr. Viveiros accepted the nomination. Tracy Priestner will remain as Co-Chair.

Ms. Baron thanked everyone and she is happy to get sthe chool completed on time and under budget.

Mr. Hartnett thanked Ms. Baron for all her work over the years to get this project completed.

IX. Set next meeting date -

Next Virtual SBC Regular Scheduled Meeting - October 20, 2021 - 6 pm.

Future Virtual SBC Meetings - November 17, 2021, December 15, 2021 - 6 pm.

Future Virtual Steering Committee Meeting - October 12, 2021 at 9:00 am.

Future Virtual Design Subcommittee Meeting - TBD

X. Adjourn - A motion was made to adjourn.

Motion by Kevin Rioux, seconded by Shana Shufelt, all were in favor, motion passed

The Virtual School Building Committee Meeting ended at 6:49 pm.