

**School Building Committee  
Westport Community Schools**

**DATE: Wednesday, October 20, 2021**

**TIME: 6:00 p.m.**

PLACE: Virtual Zoom Meeting  
Zoom Meeting Link:

<https://chacompanies.zoom.us/j/83318761803?pwd=UWd3dzd4emNoMWc0VGY1d3RyaGZIQT09>

Meeting ID: 833 1876 1803  
Passcode: 800428  
Dial-In: 1-646 558 8656 US

**MINUTES**

**Present:** Thomas Aubin, David Cass, William Gifford, James Hartnett, Co-Chair Tracy Priestner, Shana Shufelt, Antone Vieira, Antonio Viveiros, Jeffrey Wade

**Absent:** Jon Bernier, Michael Duarte, Joseph Pacheco, Kevin Rioux, Nancy Stanton Cross

**Also Present:** Jon Alden, Bob Gilchrist Executive Project Manager Agostini Bacon, Laura Jolly Project Manager CHA, Charles Van Voorhis JLA, 2 Community Participants

**I. Call to Order** - Chair Antonio Viveiros opened the Virtual SBC Meeting at 6:02 pm. with a quorum of the members present. Chair Viveiros 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:

--Main lobby, mats installed, finalizing work, dedication plaque installed next week

--Cafeteria, signs installed

--Classroom, whiteboard, tv screen, split system on wall

--Auditorium finishing work, floor completed and sealed, scheduled to have stage curtains hung on Monday and finish by Friday of next week

--Library Media Center, all books in place on shelves

--One of the Learning Commons, tv, whiteboards, leading out to courtyard for mask breaks

--Gymnasium for relocated middle school courts, patch floor back together, restriping and finishing next week

--Softball dugouts, poles in place to form backstop, finishing irrigation work underground, dugout coming next week, sports lights for tennis courts, retaining wall with new black chain link fence, 8-inch layer of sand and gravel with clay to go on top

--Baseball dugouts, backfill this Friday, irrigation to start Monday

--Topsoil for fields, blended with organics, ready to spread after irrigation complete, spreading topsoil next week

--Retaining wall, placed topsoil on backside of retaining wall, 4 ft. chain link fence, excess gravel from site being removed

It was noted that Chris from the Highway Department has helped with moving gravel. So far 9,000 yards of gravel was removed and brought to other locations for future uses in town. Anticipate moving another 30,000 yards.

Chair Viveiros asked if there were any questions?

Tracy Priestner asked Mr. Gilchrist to reach out to Laura about the plaques ordered by Mr. Tavares.

**IV. OPM Report** - Laura Jolly reported from the OPM Progress Report dated 10.20.2021.

Building Occupancy Status: The Temporary Certificate of Occupancy (TCO) is in place until November 30, 2021. Agostini is working on completing additional design requests. Mr. Gilchrist did an inspection walkthrough. Sprinkler issues are 90% resolved and they are meeting next week on fire alarm issues. They are working towards Final Certificate of Occupancy.

Library Well: Both the pilot study proposal and the water treatment application are expected to be submitted to DEP this month by Tata and Howard.

FF&E Status: Furniture deliveries and installations continue to take place. Coordination with Silver Lining to install furniture in spaces that were not ready include the PE Alternatives Room and the general storage room. Items remaining to be delivered continue to be coordinated with the school. FF&E purchase orders total \$1,874,980.31 from the approved amount of \$1,894,000 leaving a balance of \$19,019.69 remaining in the budget. Additional furniture requests continue to be submitted. The initial list of priority items has been released with schedule for deliveries upcoming.

Technology/Security Equipment Status: The phone system has been working well. Wi-Fi will soon be moving to permanent. There are 17 classroom monitors still to be installed. The security system is working and there are some cameras and badge readers currently being worked on. 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. A cell phone booster service is needed in the school in order to receive cell phone coverage. A proposal by Inno4 is provided in the meeting documents.

Move Management: There are miscellaneous crates on site at the old high school, WES, and the new middle high school. CHA is meeting on site this week with the school staff to locate the missing crates and return to Sterling.

Punch List: Agostini and JLA walked through the entire building to create the initial work to complete list/preliminary punch list. JLA is currently going back and checking the status of all punch list items. This check list will become the final monetized punch list for the building and is expected at the end of November. This punch list will be shared with the Construction Subcommittee for review. School staff put together a list of punch list items they have noted. JLA has access to this list. Items needing immediate attention are being emailed to Agostini, JLA and CHA for Agostini to fix with their subcontractors.

Trainings: There have been trainings for the access control system, bell system, elevator, acid neutralizing, water softener/booster pump, air compressor, water heater, security cameras, paging system, automatic temperature controls, fire protection system, and fire pump. Trainings continue to be ongoing and theater lighting is currently scheduled.

HVAC Controls: HVAC controls meetings continue weekly with Agostini, subcontractors and GGD. Readings from the Building's Management System are reviewed each week with GGD to adjust for the building's HVAC system to function correctly.

Ribbon Cutting Ceremony: Ribbon Cutting Ceremony is scheduled for November 12, 2021 at 10:30 am. and has been coordinated with the MSBA, State Senator, and State Representative.

Ms. Jolly reviewed the budget as follows:

Project Budget:

MSBA Reimbursement Status	
Total Project Budget:	\$ 95,942,759
Total Payment Requests Submitted to Date (47):	\$ 81,291,959
Maximum Total Facilities Grant:	\$ 38,014,400
Total MSBA Payments Issued to Date:	\$ 32,156,569
Percentage of Reimbursement Rate/Effective Rate:	49.47% / 40.04%
Current Payment Request Amount (PR-47):	\$ 2,335,733

Pending MSBA Payment (PR-47): \$ 579,093  
Percentage of Total MSBA Grant Paid to Date\*: 85.54%  
\*Approximately \$3.5M remaining of MSBA reimbursement to 95%

Ms. Jolly went over Change Order #21 PCOs for Review, Change Order Management Summary and Log, CM Contingency Log, Pending Change Order Management Log, Contingency Status Report, and Total Project Budget.

Ms. Priestner asked if the flooring is on the change order list? Mr. Viveiros mentioned they are still working on the specifics. Ms. Priestner inquired about the painting of logos in the gym. Mr. Viveiros said this has been approved and will be done within a week. Ms. Priestner asked for an explanation of the monetized punch list. Mr. Van Voorhis said they identify things that are incomplete. If not corrected, a dollar value is assigned and they get subtracted from the total amount of the project. Mr. Wade added this is the agreed upon amount between the CM and architect.

Mr. Gifford mentioned punch list items should be corrected and not paid off. He asked the project team to work to see that as much of the work gets completed. Mr. Gifford asked about the process of extra materials and supplies. For example, how are they stored, where are they stored, can we get to them? As far as maintenance, will these things get done right and is someone walking around to check? Mr. Gifford further explained training is important. Mr. Gifford asked when does warranties kick in? Mr. Van Voorhis said systems were excluded at this time and items not included in substantial completion.

Mr. Viveiros mentioned the fact that the building is occupied gives staff the opportunity to have a lot of eyes on things and report items that need to be addressed.

Mr. Van Voorhis reported there are a total of 6,600 punch list items identified that does not include the gym or auditorium since they are not done yet. Items are being corrected. At the tail end this list will be smaller. Mr. Duarte is staying on top of attic stock, doing inventory control and keeping track of what is being delivered.

**V. Architect Updates** - Mr. Van Voorhis had nothing further to report.

**VI. Superintendent's Report** - Mr. Aubin reported a meeting was held with the OPM and construction team on Friday. The building Leadership is working with Mr. Gilchrist to streamline a process to identify items needing significant attention.

**VII. Subcommittee Updates** - Mr. Viveiros reported conversations are still going on concerning the covering of the concrete floor with tile. A Design Subcommittee meeting will be held soon to review samples and narrow down the floor choice. Mr. Gilchrist will do a floor sample on the concrete.

Discussion took place on fiscal implications. Mr. Van Voorhis sent a letter to the contractor concerning the situation with the floor.

### **VIII. Action Agenda**

a. Review and approval of Proposed Change Orders that exceed \$25,000 - Ms. Jolly gave an overview explaining the proposal for a cell phone booster at a one-time cost of \$109,830. The company Inno4 was in the building to perform a site study. They provided assurance that there will be service inside the building. They use amplifiers and antennas throughout corridors, main spaces and roof to boost signal throughout building.

Ms. Priestner asked if this would need to be updated in 5 years due to being outdated? Mr. Van Voorhis explained that cell phone service is different and updating would not apply. Ms. Priestner asked if there was any impact to opening up walls and to access wires. Mr. Viveiros explained the wires run above the ceiling.

A motion was made to approve the cell phone booster.

Motion by Tracy Priestner, seconded by Thomas Aubin, all were in favor, motion passed

b. Approval of Change Orders and Associated Proposed Change Orders - Change orders under \$25,000 were approved by the Design Subcommittee.

c. Approval of the September 15, 2021 School Building Committee Minutes -

A motion was made to approve the School Building Committee Minutes of September 15, 2021.

Motion by Jeffrey Wade, seconded by Antone Vieira, all were in favor, motion passed  
(David Cass abstained)

**IX. Set next meeting date -**

**Next Virtual SBC Regular Scheduled Meeting** - November 17, 2021 - 6 pm.

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

**Future Virtual Steering Committee Meeting** - November 9 and December 7, 2021 at 9:00 am.

**Future Virtual Design Subcommittee Meeting** - TBD

**X. Adjourn** - A motion was made to adjourn.

Motion by Jeffrey Wade, seconded by Antone Vieira, all were in favor, motion passed

The Virtual School Building Committee Meeting ended at 6:52 pm.