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Regional School District No. 14
Woodbury/Bethlehem
Nonnewaug High School – Renovations Project
April 25, 2018
Revised 05.22.18

PBC Attendees:

John Chapman
Matthew Cleary
Brian Peterson
Robert Piazza
George Bauer
Andie Greene
Janet Morgan
Patrick DiSarro

Absent:

Tom Hecht
JP Fernandes
Don Fital

Also Present:

Scott Pellman	Colliers
Amy Samuelson	SLAM
Nelson Reis	O&G
Mark Jeffko	O&G
Mike Molzon	Region 14
Ed Arum	Region 14

From / Notes Prepared by: **Scott Pellman** – Project Manager
Colliers International

Attachments:

A special meeting of the Public Building Committee was held on Wednesday April 25, 2018 in the Relocated Central Offices at Woodbury Middle School 67 Washington Avenue Woodbury, Connecticut.

The following notes are to record the most significant issues discussed at the above referenced meeting. If anyone attending the meeting feels these notes are inaccurate, additional items need recording, or further detail is required, please forward your written comments to Scott Pellman for inclusion.

1. Call to Order – John Chapman called the meeting to order at 6:33 PM.
2. OPM Report – Scott Pellman reported on the following:

John Chapman introduced Ed Arum who is the acting finance director.

- a. **Approval of Application and Certificate for Payment #8:** At the last meeting there was no quorum to approve application for payment that was reviewed and recommended for payment by Colliers, SLAM and the finance subcommittee. This is the second pay application for phase 2 work.

John Chapman made a Motion to approve the Application for Payment #8 period to 3/31/18 for a total of \$1,137,541.11 seconded by Robert Piazza – discussions, none - all in favor – unanimous

- b. **Approval of State bid FF&E packages:** The FF&E package approved by the State has been put out to bid. There are portions of the furniture packages that have been bid to the State bid list that will be reviewed this evening and packages that are being publicly bids that are due on May 4, 2018. The amount authorizing this evening is approximately 35% to 40 % of the entire FF&E budget. The entire Furniture package is approximately \$250,000 below the project budget for furniture and the bids presented this evening are an additional \$4,800 below the estimated costs of the furniture package that was approved by the State.

John Chapman made a motion to approve the State bid furniture package C to the DeClercqOfficeGroup per their proposal dated April 17, 2018 for a total of \$71,273.00, furniture package B to Virco per their proposal dated April 24, 2018 for a total of \$111,088.60, furniture package BA to RH Lord per their proposal dated April 19, 2018 for a total of \$141,578.96, furniture package BB to RH Lord per their proposal dated April 19, 2018 for a total of \$43,292.34, furniture package CA to RH Lord per their proposal dated April 20, 2018 for a total of \$44,580.48 , furniture package TB to RH Lord per their proposal dated April 20, 2018 for a total of \$58,795.52 Seconded by Andie Greene –

Discussions

A question was raised if the technology equipment is out to bid. Response – The technology equipment will be purchased off of the State bid list and the lead times are different so these will be purchased closer to each phase completion. There are no technology numbers yet. We should have updated at the next meeting on May 22, 2108

Ed Arum noted that he was unaware that some of the furniture was being bid off the State bid list and specific manufacturers had been approved by the administration and committee, the bid received by WB Mason earlier in the day did not reflect the selected furniture.

It is Urgent to get the furniture ordered by May 1, 2018 so it will be ready for delivery this August when the first phase of the renovation is complete. The venders are quality venders who have been vetted by the State and recommended by SLAM.

All in favor - Unanimous

- c. **Track and Synthetic Field:** John C added an agenda item for preliminary discussions of the fields and track.

The team has met and is reviewing phasing of the field renovations and the potential for the synthetic field to be constructed this summer in lieu of the summer of 2019 to create additional swing space for renovations of the grass fields. The key issue is the type of track or track restoration that is done which can affect the construction sequence of the synthetic field. If a post tensioned track was installed it would need to be installed prior to the synthetic field construction.

John Chapman stated that we would need to meet off-line. Would need to know what the advantages are to construct the track now. There are ripple effects

Andi Greene would recommend having a track consultant attend a future meeting.

Robert Piazza asked if the committee was committed to synthetic, John Chapman stated yes.

- d. **Approach for project financing:** A spread sheet was provided that showed the soft cost proration of the Central Office and High School using two different methods. The first a square footage proration based on the size of each area and the second a bid value comparison between the Central Office and NHS projects to determine the appropriate percentages for soft cost allocations. The committee was reminded that the overall project is broken into two separate projects by the State, the Central Office and the High School project each have separate state project numbers and reimbursement for each project needs to be submitted separately. If the square footage approach is used more soft cost are apportioned to the Central Office project allowing more contingency dollars to be applied to the high school project.

Amy Samuelson noted that the Central Office is located in a newer building and the high school is much older structure so having a larger contingency with the NHS project may be prudent.

The committee Recommend moving ahead with the ED046 using square footage to pro-rate soft costs.

- e. **Project financing:** An updated cash flow was presented. The cash flow from the last meeting was updated to move retainage of 5% to May of 2020. Monthly payments to the contractor are at the top,

Ed Arum produced a dummy invoice to the State for the project as a whole. The State holds back 11% of the States share which is released once the audit is complete. The Region is currently looking at a 3-bond issuance. There is a 22-million-dollar BAN in place right now.

John Chapman asked Colliers to Shade the Fiscal year, July to July on future cash flow documents

3. Other Business:

None

4. Public Comment

None

Meeting Adjourn

Motion to adjourn by John Chapman -

Meeting Adjourned 7:17 pm,

- The next meeting is scheduled for May 22, 2018 @ 6:30pm