

**Colliers**  
135 New Road  
Madison, CT 06443  
MAIN +1 860 395 0055  
FAX +1 203 779 5661

**Regional School District No. 14**  
**Woodbury/Bethlehem**  
**Nonnewaug High School – Renovations Project**  
**January 17, 2018**

**PBC Attendees:**

John Chapman  
Andie Greene  
Don Fiftal  
Tom Hecht  
Matthew Cleary  
Janet Morgan  
JP Fernandes  
Patrick DiSarro

**Absent:**

Robert Piazza  
George Bauer  
Brian Peterson

**Also Present:**

Scott Pellman	Colliers
Amy Samuelson	SLAM
Nelson Reis	O&G
Mark Jeffko	O&G
Susan Greene	NHS

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

**Attachments:**

A meeting of the Public Building Committee was held on Wednesday, January 17, 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 6:34 PM.

2. OPM Report – Scott Pellman reported on the following:

- **Phase 1 construction update** – The Design team is still reviewing a few PCO's and coordinating final balancing of the temporary classrooms. The move into the temporary spaces is schedule for the February break. (2/16/2018 to 2/20/2018).
- **Phase 2 construction update** - As discussed at the last PBC meeting O&G in fact did need to re-bid two packages, Mechanical and Demolition and Abatement due to issues that arose in the scope reviews. The new bids are in and the project is under budget. I will let O&G present the numbers as well as the bid alternate values as part of their report.
- **Schedule** – The design and construction team has been working to coordinate the latest O&G schedule that was issued with the bidding documents. At the last meeting I mentioned that we would be making a request to the BOE to extend the summer of 2018 to after Labor Day if possible. This is needed to help with the revised schedule that included 6-day work weeks over the summer to get us back on schedule. On January 9 there was a meeting with Dr. Anna and Janet Morgan to review the schedule and the BOE is currently reviewing the request to extend the start of school past the Labor Day weekend.
- **Phase 3 FF&E / SCG-042 Approval** - Similar to phase 2 the design team will be looking for the committee to approve the phase 3 FF&E and Technology packages and sign the ED-042 prior to the scheduled meeting with the State on January 31, 2018. SLAM and their technology consultant will be presenting the FF&E and Technology packages and budgets this evening.
- **Finance Sub Committee** – The finance subcommittee is scheduled to meet tomorrow morning and further review the additional service agreements to align the SLAM's, O&G's and Colliers contracts with the construction schedule.

3. Architects progress update – Amy Samuelson

- **Phase 3** – FF&E there have been numerous meeting with key staff and administrators to develop the furniture specifications. Color boards were provided that demonstrated the quality and finish of the furnishings. Amanda Hastings from SLAM presented the furniture finish boards, SLAM has confidence in all the furniture selections that they are high quality and durable. The specified finishes including stain resistant materials and high duty laminates that can withstand abrasion. Along with durability the furniture needs to be cohesive in design and finish.

Tom Height inquired if SLAM considers warranty's when specifying equipment? Response- yes, and they are based on industry standards, task chairs for example have a life time warranty.

JP Fernandez asked if the design team trying to re-use some of the furniture purchased over the past 5 years. Response – Colliers has inventoried the existing furniture to identify what might be used at another school or re-used if the budget came in high. The existing furniture does not meet all the criteria for flexibility and new teaching configurations, Mike Molzon stated that “we don't have a building in the region where the furniture matches the best word I heard this evening was that the renovated building would have a cohesive furniture package”.

John Chapman asked if the project has room for storage of furniture in NHS? Response – the furniture should not be stored at the high school but serviceable furniture retained and re-used at other facilities.

Don Fiftal asked if existing furnishings could be shared with the district? Response - Mike Molzon stated that this is part of the policy to offer surplus to the towns that make up the region, The Region is also working with discount desk on used furniture and that company may be an avenue for donating surplus furnishings that have a useful life.

Don Fiftal asked if the fitness equipment is included in the budget. Response - The Athletic Director and vice principal reviewed the fitness room and took it to a consultant for their selection of equipment. Some existing equipment will be re-used. Susan Green noted that equipment recently purchased by the booster club will remain.

Patrick DiSarro asked about equipment for the manufacturing lab. Response - The majority of the equipment was bid in the main package, drill press CNC machine etc. As a follow up Patrick asked If there is some way to get something bigger than one door width into the space – Response – Not at this time but a second smaller leaf could be added to the existing exterior door opening as a change order, SLAM will review.

A question was asked about the locker room design and locker sizes for different sports equipment. Response - There are larger lockers in both boys and girl's locker room to accommodate different sports. JP Fernandes asked if both lockers should have the same number of benches, Don Fiftal agreed that they should be identical. The design team needs to confirm that the layouts are compliant with al codes and regulations. Amy Samuelson stated that she would double check.

JP Fernandes asked if drinking fountains are water fill drinking fountains. – he commented that it would be good if all were. Response – SLAM will confirm.

**John Chapman made a motion that the building committee hereby certify that the plans and project manuals as prepared for bidding and the cost estimates dated January 12, 2018 for FF&E and technology equipment for state project # 214-0093 Nonnewaug HS have been reviewed and approved on January 17, 2018. Tom Hecht seconded the motion – All in favor – Unanimous.**

**John Chapman made a motion that the building committee hereby certify that the plans and project manuals as prepared for bidding and the cost estimates dated January 12, 2018 for FF&E and technology equipment for state project # 214-0096 Central Office have been reviewed and approved on January 17, 2018. Tom Hecht seconded the motion – All in favor – Unanimous.**

#### 4. Construction Manager Update – Nelson Reis - Project Manager

- **Phase 1** – There are a few punch list items to wrap up.
- **Phase 2** – O&G Handed out a bid tabulation sheet, the bottom number shows the project approx... 2.4 million dollars under budget. There were a few bidders that had scope issues that dropped out. Demolition and HVAC was originally bid and there were issues and

with post bid clarifications the bids were rejected and re-bid. The new bids were received on January 10, 2018. The bids came in favorably.

- The alternates that are shown could be added to the main project and will be held for 90 days. O&G recommends setting aside at least 200,000 for allowances. John Chapman stated that the committee intends to be conservative.
- O&G requires critical packages Demo site work steel general trades aluminum entrances drywall combined plmb and HVAC fire protection and electrical. Those are critical as the project need to building temporary walls etc. during the February break. Aluminum entrances are a long lead time item. General trades own the elevator package and clean up. O&G will provide a limited notice to proceed so the contractors can begin the shop drawings process.

#### Discussion of Alternates

- **Connector Alternate** - The connector was changed to add alternate so there is no credit to be realized.
- **Turf Field Alternate** - The turf field and track re-surfacing was reviewed. Andy Green stated that the track was installed in 2003, it was re-sprayed in 2011 and will be due for another spraying in 2018. You can only spray 3 times. So, the track would need to be replaced in 2025

Amy Samuelson confirmed that the track will require re-surfacing in 2018. Milling will provide a 10-year surface warranty.

Andy Greene believes that the work could be done cheaper in the future so he recommended only doing the base work. John Chapman stated that its part of a long-term maintenance plan.

Patrick DiSarro asked if SLAM could address building the field inside of the existing track. Response - The drainage is already there so it assists in the installation of the field. The track would need to be protected with steel plates.

- **Toilet Building Alternate** – Everyone believes that this should be incorporated
- **Concrete Stair Alternate** – Andie Greene stated that people may not use the ramp so the concrete steps should be included.
- **Operable Windows Alternate** – Every classroom would have two operable awning windows. Operable windows have a long lead time 18 to 20 weeks. All spaces will be air conditioned.
- **Gymnasium Team Seating Alternate** - loose chairs verses additional bleacher seating for new 3 tired seats on the team side. John Chapman thinks it's a good idea. JP Fernandes clarified that it does not affect spectator seating.
- **Exterior wall panel Alternate** – The panels located on the exterior of the auditorium would tie the auditorium with the new entry elements.

- **Tennis court Alternate** – This alternate could be pushed down the road and done in the summer of 2019. Andie Greene believes that 2 additional tennis courts would benefit the community and ask the community to defer the permit fee to pay for them.

John Chapman would like to keep approximately 800,000 of the 2.48 million. The project need to balance needs and wants. This would get the fields, having rest rooms is important. I think its important to have operable windows. The curb appeal of the building is important. Tom Hecht does not believe that the windows should be added. Don Fital asked for Mike Molzon's opinion on the windows, Mike agrees with Tom, he does not believe that they should be added. The air is cleaned and conditioned staying with the current design. Mike does not think that the panels are necessary.

**John Chapman made a motion to approve the following alternates: S1b.1 Turf Field and Track re-spray, S3 New Restroom Building, S4 Concrete Stair, B2 Metal Wall Panels and B3 Gymnasium Team seating for a total of 1.547062, seconded JP Fernandes – all in favor - Unanimous.**

Nelson Reis requested that a number of bid package notifications be approved prior to the final GMP for the lowest responsible bidders. O&G presented letters of intent to the PBC for approval to allow O&G to notify contractor so they can begin the required paperwork and shop drawing coordination.

**John Chapman made a motion to authorize O&G to issue letters of intent for bid packages 2.01 Abatement and Demolition, 2.02a Sitework, 2.05a Structural Steel, 2.06 General Trades, 2.08 Aluminum Entrances and Storefront, 2.09a Drywall, combined bid 2.13 Plumbing and 2.15 HVAC, 2.14 Fire Protection and 2.16 Electrical In accordance with correspondence to each respective bidder dated January 17, 2018 seconded by Andie Greene – all in favor - Unanimous.**

5. Other Business  
None

6. Public Comment

Jim Crocker – would like to congratulate the committee.

#### Meeting Adjourn

Motion to adjourn by Janet Morgan - seconded by John Chapman, – unanimous.

- Meeting Adjourned 8:31 pm,
- The next meeting is scheduled for January 30, 2018 @ 6:30pm