



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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**PERMANENT BUILDING COMMITTEE (PBC)  
REGULAR MEETING  
TUESDAY, JANUARY 14, 2025  
NICHOLAS J. DICORLETO, JR. MEETING ROOM  
6:00 PM**

## **MINUTES**

**Present:** Peter Welti – Chairman, Ronald Stomberg, Gary Feldman, Gary Magnuson-Vice Chairman, Gary Blanchette, Brian Chamberlin, Patrick Stavens, Thomas Adams, Dale Gerber, Liz Nord

**Also Present:** George Graikowski, O&G, Greg Smolley, Mark Jeffko, Stephanie Gras, Alisha Carpino, Tom Modzelewski, Jen Dzen – BOE

### **1. Call to order**

Peter Welti called meeting to order at 6:02pm

### **2. Approval of Minutes - December 11, 2024**

MOVED (Adams) SECONDED (Feldman) AND PASSED UNANIMOUSLY

### **3. Lighting Project**

Tom M. provided the following update:

Final pay requisition \$5,000.00 for as build drawings presented to PBC as well as the final punch list.

Looking for a motion to accept project as having been completed and a motion to release retainage 1 year from today.

For review and consideration – approx. \$139,000.00 left of bonded money for this project. Finance office has asked that we try to deplete those funds. Tom noted he is not happy with the way the track control system has been wired for the timer on this system. In off season, 1 hour of light when the button is pushed. Summer time 4 hours of light when button is pushed. Musco working on a system where it would be controlled on a schedule in order to not have lights turn off during a game. Do not have proposal at this time. If support is there, will get proposal.

Athletic facility lighting related – installation of blue light emergency call stations. The current lights at the fire stations have been used minimally but also are hard to locate. Looking to install new blue lights as well as update the existing blue lights.

Motion to pay Earthlight Tech final pay requisition \$5,000

MOVED (Feldman) SECOND (Gerber) AND PASSED UNANIMOUSLY

Re: retainage on lighting project

Motion to approve the release of retainage funds current at \$148,461.75 in one year

MOVED (Feldman) SECOND (Adams) AND PASSED UNANIMOUSLY

Question: G. Magnuson – if there is an issue do we need to come back or can you use those funds as needed and release the updated balance?

Answer: Tom – if there are any issues, will likely be covered under warranty

P. Welti– we have the ability to approve change orders, but do not believe the PBC has the ability to reallocate funds.

Tom - 1<sup>st</sup> selectman has indicated the PBC can reallocate funds in this matter. Tom will get back to PBC as recommendations come back from lighting committee regarding how the funds will be used.

Question: G. Magnuson – are you looking to replace the 4 blue lights that we currently have or place lights elsewhere.

Ansew: Tom – Looking to do both

G. Feldman noted that there must be blue lights/emergency phones on all fire buildings as this is an ISO requirement

#### **4. Windermere Project**

George Graikowksi from O&G provided an update and reviewed summary data in monthly report emailed to PBC for month of Decemeber 2024

#### **Windermere Elementary School**

O&G/AP Project No. 2014700

DECEMBER 2024 Monthly Report

#### **Project Summary:**

This update represents progress on the project for the period noted above.

**Sitework:** Continued preparing area for playground equipment. Completed forming and placing concrete sidewalks. Continued prepping for the playground area. Fire Hydrant is installed on Windsorville Road.

#### **Building:**

#### **Phase I - New Addition Areas A & B, Kitchen/Café, Gymnasium, N/S Corridor**

#### **Area D:**

Kitchen and Cafeteria was completed, and a Partial Certificate of Occupancy was issued. Completed the drywall and taping on the Lower Level of Areas A & B. Continued installation of the shingle roofing, also detailing of the flat roofing. Continued installation of the fiber cement siding. Completed with the installation of the windows on the new addition as well as the installation of the Store Fronts in the Cafeteria, Area D. Continued with the installation of the metal soffits and gutters on the new addition. Completed the ceramic tile in the bathrooms and corridors in the New Addition and the bathrooms and Cafeteria in Area D. Started installation of the toilet fixtures and drinking fountains in the New Addition. Started installation of the sinks in the classrooms. Started with the boilers

and hot water heaters. Started installation of the flooring in the classrooms. Removed ACM flooring in the existing Cafeteria and Corridor.

**Phase II – Renovations Areas C & E, C&E Connector, Gymnasium Area D:**

**Phase III – Renovations Band/Chorus, Vestibule Area F, Demolition South Building:**

T. Adams asked if he was the only one with the impression that we would be further along with the project. George responded that there are a few elements that went over a few weeks but we should be getting back on track.

G. Magnuson asked how did the last week before turning over the cafeteria go? George noted that it was hectic, but it came together well.

Greg noted that he has been working with George and Stephanie to coordinate and get ready going into the next phases. Some of this is already written into PCOs to make some areas more in control of the contractor and less shared, which shatring has led to delays.

Furniture is on schedule with all vendors.

Pre installation meeting with two of the main vendors last week so they can see the site, access points, etc. 60-70% of the furniture will come in already assembled. The rest will be assembled and distributed. Should occur week after next.

Technology is coming in. Boards are going up and phones are coming along. Gap between when furniture is put into place and desktops are running. Pre-K tablets will come in in 2 or 3 orders.

Concept plan -we will be reviewing tomorrow for the outdoor classrooms. Once reviewed will bring to O&G for pricing and will then be brought to PBC.

**Invoices:** Invoice packet to be presented at the January 14, 2025 PBC meeting. This month we have received and reviewed 17 vendor/consultant invoices in the amount of \$158,126.32 and the O&G Pay Application No. 13 in the amount of \$2,158,660.38. The total of all Invoices and pay applications for the month of December totals \$2,316,786.70 – (See attached report for additional details).

**Project Budget Report:** The project budget is \$74,600,000.00 of which anticipated grant funding Eligible costs are reimbursed at 70%. The total amount reimbursed to date is \$16,337,972.00 As of December 31, 2024. To date we have expended 41.7% of the current budget and The Owner Contingency Amount is currently \$6,279,354.61

**Construction Budget Report:** The current GMP amount including approved changes to date is \$60,314,093.00

**Changes:** Nine (9) Proposed Changes were presented, reviewed and approved by the PBC Chairman in December. The total amount of all changes for December total \$20,180.43 from the Owner's Contingency Account.

**Professional Service Agreements/Amendments:** There are no pending professional service transactions for review at this time.

**Construction Activities and Look Ahead:** See O&G report for Site work and Phase I project Summary. Design Progress: The design team continues to facilitate the construction administration effort.

**Commissioning:** Sustainable Engineering Solutions conducted a Field Observation this month. During their visit they conducted an above ceiling MEP inspection and walk through Comments regarding the MEP walkthrough were minimal and addressed on site by O&G timely.

**FFE/Moving Activities:** DRA, CES, O&G and Arcadis continue to plan and communicate with the vendors regarding on site installation. A pre installation conference was held the first week of January. Details of delivery and installation are ongoing. Cafeteria table delivery may be impacted due to a shortage of materials coming from North Carolina which were impacted from this summer/falls hurricanes. A few other non-essential items may experience small delays in deliver including the additional book carts ear marked for each learning space. Conversations with the Users, BOE and construction team to accommodate a temporary teachers lounge/break room in the new build are ongoing during the renovation of the administrative wing. 25 boxes were delivered to each teacher during the Winter break to begin packing contents of each classroom in preparation for the President's Day move. Stephanie presented at the January 14th faculty meeting to update the process and answer any questions. Telephones were installed during the winter break and should provide an easy install to the new areas in February. Network Equipment is almost completely installed and Crown Castle has been contracted to bring the permanent fiber from Windsorville road into the building. The approximate date for the completion of the permanent fiber is about June 2025. Visually display touch screens are 98% installed on the lower level of both areas A and B

**Critical Items/Potential Issues:** No current potential delays.

Motion to Approve 9 PCOs for record as listed in the PBC Monthly Report Packet (below) in the amount of \$20,180.43

MOVED (Gerber) SECOND (Feldman) AND PASSED UNANIMOUSLY

- PCO No. 019 in the amount of \$6,635.25 to furnish all labor, material and equipment to revise the hardware stents for doors as indicated in the proposal per the architects request in the returned door hardware submittal
- PCO No. 020R1 to provide all labor, material and equipment to provide eight (8) fire rated doors in Area D Gymnasium as required in-lieu of the fire sprinkler not complete and active during the first phase of the project
- PCO No. 025 to provide the Owner Project Manager Field Office Trailer including bi-weekly cleaning . This Change is funded from the CMR Allowance No. 6 and has no impact to the GMP
- PCO No. 036 in the amount of \$2,271.18 to furnish all labor, material and equipment to make electrical modifications to the exhaust fan serving Custodial room B015. per the Proposal Request No. 014
- PCO No. 037 in the amount of \$3,756.00 to furnish all labor, material and equipment to modify the Administrative Suite as per Proposal Requests No. 007, including sprinkler, millwork, and low voltage changes. Electrical Modifications

to this space was reviewed, approved and presented to the board under a separate PCO to minimize price increases on the materials needed while the remain scopes completed their estimates.

- PCO No. 047 in the amount of \$5,938.00 to provide all labor, material and equipment associated with providing power to the motorized roll up doors which was not accounted for on the electrical drawings per Proposal Request No. 017
- PCO No. 051 in the amount of \$599.00 to furnish all labor, material and equipment associated with Proposal Request No. 33 for adding a new locker in the staff restroom D102B located in the Kitchen
- PCO No. 052 in the amount of \$981.00 to furnish all labor, material, and equipment associated with architects comments on the toilet accessory submittal to provide sanitary napkin disposal which was not shown on the construction drawings
- PCO No. 054 to furnish all labor, material and equipment associated with the miscellaneous labor required to provide temporary protection, install two LED lights for safety. Additional clearing through building in preparation of student walkthrough, concrete patching in kitchen and plywood placement over new asphalt.

The following Motions were approved for record by the PBC:

- Motion to approve for record purchase of Point-to-Point Fiber in the Amount of \$20,130.00 from Crown Castle Fiber LLC from State Contract No. 20ITZ0021

MOVED (Adams) SECOND (Feldman) AND PASSED UNANIMOUSLY

- Motion to approve the increase of purchase order No. 202500099-1 to Nutmeg Technologies for 7 Avaya IX Expansion Modules as part of section 11 70 00 of the FF&E package totaling \$1,309.01 the Purchase Order will from \$79,462.07 to \$80,771.28

MOVED (Gerber) SECOND (Nord) AND PASSED UNANIMOUSLY

- Motion to approve for record the increase of the online purchase of American Flags and Brackets from the United States Flag Store in the amount of \$23.58 the total cost of the purchase will increase from \$766.92 to \$790.50 including taxes and shipping

MOVED (Feldman) SECOND (Stomberg) AND PASSED UNANIMOUSLY

P. Stavens asked if we could get the monthly report sooner in order to have time to review; there was discussion around this with the following notes.

Due to the way the invoices have been coming in, this is not feasible. Conversation around dates for receiving invoices, cutoff times for submissions of payment, etc. Stephanie and Greg will communicate with vendors that all invoices have to be submitted by the last day of the month in order to be reviewed, approved, and paid the following month. George will send a pencil copy of anticipated expenditures with the understanding that this will not be the final number

Peter Welti noted that as the project progresses, there are things that come up that were not thought of, or that are "wish list" items, and those are being kept track of. Question

that came up today, is “is there a cost for waiting” As these items come up, bring them to the PBC attention so that these conversations can be had timely.

Stephanie: Should we have any conversation of the pending PCO for the shed  
Peter noted that the old shed was scheduled to be demoed and was moved. The user group identified what they would like for a shed. DRA will put together a proposal for lights, water, pad for the shed. The shed being looked at is in the 40-50 thousand range, the site work would be about 56 thousand (concrete pad, water, lighting, etc)

P. Stavens: is it worth waiting until the project closes?

Greg – utilities are already being ran for the project and will need to be run for the shed it would make sense to do this now while it’s happening

G. Magnuson – can the old shed remain in its current relocated area and house the lawnmower?

Greg – yes, it can stay there until the end of the project

G. Magnuson - Do we have plan approval for a new shed on site

Greg – yes we do

G. Magnuson – when would be the best time to make this decision

Greg – best time would be before landscaping is complete

George noted that having a second meter on the property would save on cost of having the electric wiring run from the main building to the shed.

Peter Welti – there is still some time to delve more into this

T. Adams – with the shed being two floors, do other committees need to approve this?

Peter Welti will look into this further

Peter – South retention pond – where it drains - if we have the funds, would we consider using project funds for drainage to another area vs continuing to drain into the field across the street

February 2025 meeting planning to be held at Windermere. Pre-tour at 6p and meeting begins at 6:30p in the cafeteria

## **5. HVAC Project**

Alisha Carpino– should be out to bid in the next week or so

## **6. Approval of Invoices**

Motion to approve 18 invoices as listed in the PBC Monthly Report packets (below) in the amount of \$2,316,786.70

MOVED (Feldman) SECOND (Adams) AND PASSED UNANIMOUSLY

- Arcadis invoice 36000234 dated January 6,2025 in the amount of \$32,000.00
- Tri State Materials Testing Lab LLC invoice TSMT15004 dated December 24, 2024 in the amount of \$2,556.00
- Tri State Materials Testing Lab LLC invoice TSMT15005 dated December 24, 2024 in the amount of \$4162.00
- DRA invoice 0000024 dated December 31, 2024 in the amount of \$36,864.28

- Meyer invoice 220-062899 dated December 26, 2024 in the amount of \$3,876.00
- Meyer invoice 220-062899 dated December 26, 2024 in the amount of \$3,876.00
- Culinary Depot invoice 3359584 in the amount of \$4,389.46
- Culinary Depot invoice 3358276 in the amount of \$2,239.78
- Culinary Depot invoice 3359090 in the amount of \$15,831.57
- Culinary Depot invoice 3359383 in the amount of \$301.38
- Culinary Depot invoice 3360556 in the amount of \$478.08
- short pay and approve Nutmeg Technologies Invoice No. 90006 in the amount of \$22,558.32
- USI Invoice 5341175 in the amount of \$10,130.00
- JT Homes invoice No. 1 in the amount of \$10,056.70
- Kohler Ronan LLC invoice No. 23053.01 in the amount of \$6,000.00
- SHI Internation Corp Invoice No. B19235001 in the amount of \$6,394.00
- O&G Industries Payment Application No.13 dated December 31, 2024 in the amount of \$2,158,660.38

**7. New Business:** N/A

**8. Adjournment**

Motion to Adjourn the meeting at 7:41p

MOVED (Adams) SECOND (Gerber) AND PASSED UNANIMOUSLY

Submitted by: \_\_\_\_\_

Christina Shackford  
Recording Secretary