

Town of East Haddam
School Building Committee
Regular Meeting
March 28, 2007
Adopted April 11, 2007

1. CALL TO ORDER

The Regular Meeting of the East Haddam School Building Committee was held on Wednesday, March 28, 2007 at 7:03 p.m., at the Nathan Hale High School, Media Center, Todd Moss being in the Chair and the Secretary being present.

a. Roll Call

In attendance were Todd Moss, Richard Toolan, Denise Gable, Mary Beth Mordecai, David LaFemina, Vinny Garofalo and Kerri Willis Budzik.

John Gibson and Craig Parker were absent.

Also in attendance were Bob Celmer-KBA, Tom DiMauro, Al Howat-Newfield Construction and Bob Carroll - Education Business Manager.

2. APPROVAL OF THE AGENDA

Nothing new was added.

3. APPROVAL OF MINUTES

a. 03-14-07

**Motion by Mr. Garofalo to approve the 03-14-07, meeting minutes as amended.
Second by Mrs. Gable and unanimously passed.**

-page 1 under roll call, change Ms. Mordecai's arrival time to 7:10pm.

4. TREASURER'S REPORT

a. Bills and Invoices

Mr. Moss questioned if there was backup for the 267 and if KBA had signed it to which the response was affirmative. The Committee will approve all invoices at the first meeting of the month, starting in April. Ms. Mordecai will email Committee members all supporting documentation on the Monday prior to the meeting for review. Backup documentation will be available during the meeting.

Mr. Moss commented he would be uncomfortable approving requisitions in large amounts with only three days to review the supporting materials. Mr. DiMauro stated the procedure was common in the industry. Mr. DiMauro explained by the time the payouts are seen by the committee they have been reviewed by Newfield Construction, KBA and signed off by KBA. Mr. DiMauro stated then they are returned to the trades, corrected, notarized by the trades and entered into Newfield's accounting system. Mr. DiMauro suggested attending the monthly meeting with KBA (job meeting closest to the 25th of the month).

Ms. Mordecai commented the committee had chosen the form of management which they chose, to take care of the accounting system. Ms. Mordecai stated she trusted KBA and Newfield Construction as a means of check and balances. Mrs. Budzik stated due diligence was made when choosing KBA and Newfield Construction.

Mr. DiMauro distributed and discussed the following document:

- Newfield Construction, Inc, East Haddam School Building Committee, Payment Requisition for Approval dated March 28, 2007.

a. Bills and Invoices

Invoice No. Date Company Amount

Construction Costs

Newfield Construction, Inc \$263,002.67

Other Project Costs

Builders Risk Insurance CT Interlocal Risk 8,925.00
Management Agency

Admin/Clerical Town of East Haddam 360.00

Motion by Ms. Mordecai to approve the invoices as presented. Second by Mrs. Budzik and unanimously passed.

5. Old Business

a. BOE Report

Mr. Carroll distributed and discussed the following documents.

- FORM ED049R. Project Change Request.
- FORM ED046 Request for School Construction Progress Payments.

Mr. Carroll stated that the state only allowed for two revisions. Mr. Moss questioned if the numbers matched what Mrs. Tatro had presented to the Board of Finance. Mr. Carroll replied he did not know. Mr. Moss requested that KBA verify the eligible and ineligible costs.

b. BOS Report

Selectman Govert questioned Mr. Carroll if the town's contribution of approximately \$500,000 was surprising, to which Mr. Carroll replied no. The larger gymnasium and additional land are contributors to this dollar amount.

Selectman Govert questioned if a reporting system had been established. The committee reviewed the purpose of the Change Order Subcommittee which is comprised of Mr. Gibson, Ms. Mordecai and Mr. Garofalo. Newfield Construction will give the committee a monthly executive summary which may be distributed to various boards i.e. Board of Selectman and Board of Finance. Mr. Moss also offered to attend the Board of Finance meetings. The committee stated Mrs. Tatro reported expenditures with the Board of Finance during their regularly scheduled meetings.

c. BOF Report

Mr. Moss will be contacting Mr. Budzik with regards to the tracking of contingency and project costs.

d. Change Order Sub-Committee Report

Mr. DiMauro introduced Al Howat, Senior Project Manager, Newfield Construction. Mr. Howat distributed and discussed the following document:

- Newfield Construct, Inc. Change Proposals for Approval, dated March 28, 2006.

Mr. DiMauro stated KBA, Newfield Construction and the Change Order Sub-Committee had reviewed the change proposals.

The first proposed change order, PCO: 001R/ CM001, dated 3/26/07 is to clear and grub additional area of approximately 1.5 acres north of ball field for stone wall, stone and topsoil storage. (No fine grading or seeding is included) in the amount of \$12,349.87.

Motion by Mr. Garofalo to accept the proposed new change order PCO 001 R/ CM001 in the amount of \$12,349.87. Second by Ms. Mordecai.

Mr. Moss stated he expected the subcommittee to briefly review and advise the committee about the new change orders so that an informed vote can be made. The purpose of the subcommittee is to make decisions which can not wait until the next scheduled meeting. Selectman Govert questioned if there was a threshold dollar amount in which the whole committee would be responsible to approve a change order. Mr. Moss replied the committee was comfortable with the

subcommittee's decisions and that they often needed to work in a timely manner to eliminate delays to the project. The whole committee will have the opportunity to review all change orders via email. The committee may still debate some of the change orders if necessary.

Mr. LaFemina questioned if not grading or seeding would produce an eye sore to which Mr. Moss responded no.

Motion passed unanimously.

The committee reviewed the second proposed change order PCO: 002/CM002, to extend project time fourteen calendar days due to Discharge Permit Delays. The permit was filed on February 9, 2007, preventing excavations until March 12, 2007 and it would be at no additional cost.

KBA did not recommend acceptance for a time extension to the Project. Mr. Celmer explained that specification Section 02100 3.6B clearly stated that the Contractor was to secure the General Permit for Storm Water Pollution Control for Construction Activities, as required by the DEP. Mr. Celmer explained that by "Contractor" the Specifications mean "Controlling Contractor" on the jobsite, which in this case is Newfield Construction as the CM.

Motion by Mr. Garofalo to reject the 14 day extension and agree with KBA's recommendations. Second by Ms. Mordecai.

Mr. Howat explained the time delay was due to required DEP Permits and that they were unable to start work until March 12, 2007. Mr. DiMauro stated the delays were not due to Newfield or the trade contractors, but was caused by permitting delays. Mr. DiMauro stated they were only asking for two weeks at no cost.

Mrs. Gable questioned why the permit was filed on February 9, 2007. Mr. DiMauro replied the information which needed to be provided to the DEP needed to be provided by the site engineer. Mr. DiMauro stated securing the permit and providing the information was two different things.

Ms. Mordecai questioned the ramifications of rejecting or accepting the 14 day extension. Mr. DiMauro replied accepting it would not cost anything and would give Newfield Construction a comfort zone of the 14 days. Mr. DiMauro stated the completion date on the time line reads July 1, 2008, and that the completion date would not be shared with the trade contractors. Mr. Moss questioned if the projection was as originally projected; why it was necessary to extend the time to 14 days. Mr. DiMauro stated the GMP schedule states a completion date of July 1, 2008 and with a mobilization date of February 1, 2007. Mr. DiMauro stated the project was awarded on February 2, 2007. Mr. DiMauro stated he should have adjusted the GMP schedule and pushed it out two weeks. Mobilization did not start until February 26, 2007. Mr. Howat commented items which Newfield has control of would be finished on weekends, evenings etc. Mr. Howat reiterated that permitting was beyond their control.

Ms. Mordecai stated she was confused why they would be requesting two more weeks when the end date remained the same. Mr. DiMauro replied for a contractual comfort zone. Mr. LaFemina stated if the committee was to accept two more weeks that it should be indicated on the schedule. Mr. DiMauro replied they did not want the contractors to see two more weeks on the schedule and that they wanted to deliver the project on July 1, 2007, but wanted the option contractually to deliver it on July 15, 2007.

Mrs. Budzik questioned if the month between mobilization and the referendum was typical. Mr. DiMauro replied they were hoping for two weeks and that there were glitches in the flagging, surveyor CAD files and discharge permitting which were contributors to delaying the project.

Mr. Toolan and Mrs. Budzik questioned if the permits could have been filed right after the referendum (January 22, 2007) to which Mr. DiMauro replied he did not know. Ms. Mordecai commented the referendum was one week later than originally anticipated as was indicated in Newfield's contract. Mrs. Budzik stated the correct referendum date was indicated in the final

schedule.

Further discussions ensued with regards to the 14 day extension. The committee acknowledged the referendum date came about a week later than anticipated.

Motion by Mr. Garofalo to amend the motion: motion to grant an additional 7 calendar day extension to Newfield Construction. Second by Mrs. Gable.

Responsive to a comment by Mr. LaFemina, Mr. Moss stated he did not want it tied to the permit. Mrs. Budzik comment that she disagreed that the extension was due to the referendum date because the referendum date was in the schedule.

Favor: Mordecai, Garofalo, Gable, Moss

Oppose: LaFemina, Toolan, Budzik

Motion passes.

e. Construction Manager Report

Mr. DiMauro and Mr. Howat distributed and discussed the following:

- Request and Answer Log, dated 3/27/2007.
- Newfield Construction, Inc East Haddam 4-8 School PCO Log.
- Newfield Construction Submittal Packages Summary, dated 3/28/2007.
- RCOP-Response to Change Order Proposal, KB#-4013.01.
- Project Schedule.

Mr. DiMauro reported they were awaiting the final septic permit approval and that WMC had advised them it would be ready next week. Mr. DiMauro stated they were still waiting for the Well Phase 1a and 2 permits and that Mr. Sima was working on this approval. Mr. Celmer updated the committee on Mr. Sima's work.

Mr. Moss requested before a decision was made as to how the Request and Answer Log and PCO Log were distributed to wait for Craig Parker's input. Mr. Moss stated it would be beneficial for the committee to see the tracking and summary.

f. Project Schedule

Mr. Howat reviewed the project schedule. Mr. DiMauro stated the progress of the project would be as following: E (two story building), A (administrative area), C (cafeteria, kitchen and gymnasium) and ending with B (one story classrooms). The foundations are scheduled to start on May 1, 2007.

Mr. DiMauro reported the ball fields would be planted spring of 2008 and the soccer fields would be planted fall 2007.

Mr. Toolan questioned why the footings would not be started until May to which Mr. DiMauro replied because site work items needed to be completed beforehand.

Mr. Moss questioned Mr. DiMauro if he was able to contact Mr. Thumm's office regarding the inspections of the storm to which Mr. DiMauro replied Mr. Thumm was on vacation this week.

g. Architect Report

Bob Celmer distributed and discussed the following:

- Architect's Report, dated March 28, 2007.

Mr. Celmer reported the Site contractor had encountered standing groundwater at the area of excavation of the softball field. Mr. Celmer stated that KBA was requesting the Committee approve the Geotechnical Consultant (Dr. Clarence Welti), be allowed to make a site visit and provide direction and a solution for this issue. Mr. Celmer stated it would be billed as an additional service to the contract. Mr. Celmer informed the committee that there were approximately 112 site borings indicating no ground water. Mr. Celmer stated findings may call

for an under drain system on the soft ball field. Mr. Garofalo questioned if Mr. Welti had performed the borings and how deep they were to which Mr. Celmer replied affirmatively and that he did not know how deep they were. Mrs. Budzik questioned how the committee would be billed by Mr. Welti (hourly or fixed rate) to which Mr. Celmer replied he did not know. Mr. Moss questioned if the water was impacting Newfield's progress to the project to which Mr. Howat replied no. The committee agreed to wait for an update at the next meeting before making a decision.

7. New Business

Mrs. Gable reported that Nancy Allison had agreed to help with a web page documenting the building of the school. Mrs. Gable stated Linda Dadona, High School Principal, had suggested a student's name for photographing the project. Mrs. Gable stated that she could assist the student on site, taking the proper precautions.

Ms. Mordecai stated that First Selectman Parker had advised her that no groups were to go out to the site during the construction phase, due to the insurance contract. Mr. DiMauro offered to supply photographs documenting the work.

Selectman Govert agreed to request that First Selectman Parker provide Constables to drive by the site on a regular schedule.

8. DETERMINATION OF NEXT MEETING 04-11-07

The next scheduled meeting is April 11, 2007 at 7p.m. at the Nathan Hale Ray High School, Media Center.

9. AUDIENCE OF CITIZENS

There was no one available to contribute to the Audience of Citizens at the time it was offered.

9. OTHER DISCUSSION

There was no other discussion at the time it was offered.

10. ADJOURNMENT

Motion by Mr. Toolan at 9:04p.m. to adjourn. Seconded by Ms. Mordecai and unanimously passed.

Respectfully submitted;

E. Ruth Ziobron
Recording Secretary

A Tape Cassette of the Meeting is filed at the Selectman's office.