

# East Hampton High School Athletic Facility Improvements

## MINUTES

OCTOBER 7, 2021

2:00 P.M.

TOWN HALL 2<sup>ND</sup> FLOOR MEETING ROOM,  
1 COMMUNITY DRIVE, EAST HAMPTON, CT

ATTENDEES	<ul style="list-style-type: none"> <li>• Kevin Reich – East Hampton Town Council, East Hampton High School Athletic Field Building Committee Member – EH</li> <li>• Jeremy Hall – East Hampton Parks and Recreation, (EH)</li> <li>• Steve Fontanella – East Hampton Public Schools, (EH)</li> <li>• Jeff Leith – (EH)</li> <li>• Jason Serra – (EH)</li> <li>• Ted Shumbo – (EH)</li> <li>• AJ LaPlant – (EH)</li> <li>• Sean Corrigan, Project Manager – Mountain View Landscapes (MV)</li> <li>• Kevin Fuselier, Project Manager – SLR International Corporation (SLR)</li> </ul> <p>See attached sheet for contact information</p>
APOLOGIES	N/A
NOTE TAKER	Kevin Fuselier – SLR

ITEM	DISCUSSION	ACTION
<b>01</b>	<b>Site Safety/Security</b>	
	<ul style="list-style-type: none"> <li>• No new issues were reported.</li> <li>• Construction traffic shall be limited during morning student drop-off and afternoon pickup hours.</li> <li>• <b>Student Drop-off/Pickup:</b> <ul style="list-style-type: none"> <li>• Drop-off time from 7:15 a.m. to 8:00 a.m.</li> <li>• Pickup time from 2:30 p.m. to 3:15 p.m.</li> </ul> </li> <li>• MV is responsible for protecting its work and equipment.</li> <li>• Working hours shall be from 7:00 a.m. to sunset.</li> </ul>	
<b>02</b>	<b>Administrative</b>	
	<ul style="list-style-type: none"> <li>• Requests for Information (RFI), Potential Change Orders (PCO) etc. shall be sent via email to SLR.</li> <li>• Pencil Payment Applications shall be sent via email to SLR for review and approval. SLR will review and provide comment if necessary.</li> </ul>	

	<p>Once approved, email signed and notarized copies to SLR for signoff. Mail original copies to SLR's Cheshire office.</p> <ul style="list-style-type: none"> <li>Pencil Payment Application No. 1 has been signed off on by SLR.</li> </ul>	
<b>03</b>	<b>Submittals</b>	
	<ul style="list-style-type: none"> <li>Electronic copies of all submittals shall be emailed to SLR.</li> <li>MV is to provide a submittal log to SLR.</li> <li>SLR has processed <b>12</b> submittals to date.</li> </ul>	
<b>04</b>	<b>Schedule</b>	
	<ul style="list-style-type: none"> <li>Demolition of the running track and tennis courts is complete.</li> <li>Tilling of the baseball field grass areas is complete.</li> <li>Paving of the track will occur on Friday, October 15, 2021.</li> <li>Empty electrical conduit will be installed under the track prior to paving.</li> <li>Two-week look-ahead schedule: grading of the tennis court base, concrete formwork for the tennis court fencing.</li> </ul>	
<b>05</b>	<b>Progress Meetings</b>	
	<ul style="list-style-type: none"> <li>Progress meetings will be held biweekly, or as needed.</li> <li>The next project meeting will be on <b>Thursday, October 21, 2021, at 2:00 p.m. at the East Hampton Town Hall</b>. All are welcome to attend a site walk with MV and SLR upon adjournment of the meeting.</li> </ul>	
<b>06</b>	<b>Special Site Conditions</b>	
	<ul style="list-style-type: none"> <li>Sediment and erosion controls along the southern property line must be monitored and maintained once installed throughout the duration of the project.</li> <li>Newly paved surfaces can be walked on the day after paving. However, cleated shoes should only be worn when using crossing mat protection.</li> </ul>	
<b>07</b>	<b>Change Orders (CO)</b>	
	<ul style="list-style-type: none"> <li>PCO #1 – Running track asphalt patching. Upon milling of the asphalt track, areas were uncovered that were thinner than expected. MV is to prepare a formal CO for the patch repair work per the unit price item in the contract.</li> </ul>	
<b>08</b>	<b>Other Discussion Items</b>	
	<p><b>Key Dates:</b></p> <ul style="list-style-type: none"> <li>The school is to winterize the irrigation system on October 22, 2021. If MV needs to recharge the system, they will rewinterize it at no additional cost to the owner.</li> </ul>	
	<p><b>Subcontractors:</b></p> <ul style="list-style-type: none"> <li>MV is to utilize Empire Paving for asphalt work, Craftco for running track surfacing, and Vermont Recreation Surfaces for the tennis courts.</li> </ul>	
	<p><b>Material Availability:</b></p> <ul style="list-style-type: none"> <li>MV is to verify that all materials required for the project are readily available and will not disrupt the project schedule as it is currently outlined.</li> </ul>	

	<p><b>Running Track:</b></p> <ul style="list-style-type: none"><li>• Milling and paving of the running track were coordinated with the soccer season schedule.</li><li>• Note: Given the start date of the project, it is very unlikely that the weather will permit the installation of the rubberized track surfacing for this fall. EH shall confirm that it will be okay to have the track facilities offline at the start of the spring season. Track surfacing is temperature sensitive and can only be installed on days when temperatures are 45°F and higher. At this time, a specific date of completion cannot be determined.</li></ul>	
	<p><b>Tennis Courts:</b></p> <ul style="list-style-type: none"><li>• Given the start date of the project, it is very unlikely that the weather will permit the installation of the color acrylic surfacing this fall. It is possible to install temporary line striping to permit court use in the spring. Tennis court surfacing is temperature sensitive and can only be installed on days when temperatures are 45°F and higher. At this time, a specific date of completion cannot be determined.</li></ul>	

## East Hampton High School Athletic Facility Improvements Contact List

**School/Town:**

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Kevin Reich – East Hampton Town Council  
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**General Contractor:**

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**Engineer:**

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