

East Hampton High School Athletic Facility Improvements

MINUTES

NOVEMBER 18, 2021

2:00 P.M.

TOWN HALL 2ND FLOOR MEETING ROOM,
1 COMMUNITY DRIVE, EAST HAMPTON, CT

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

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

03	Submittals	
	<ul style="list-style-type: none"> Electronic copies of all submittals shall be emailed to SLR. MV is to provide a submittal log to SLR. SLR has processed 13 submittals to date. 	
04	Schedule	
	<ul style="list-style-type: none"> Tennis court paving is complete. Irrigation installation in the baseball field outfield is ongoing and will be completed the week of November 24, 2021. Sod installation will commence the week of November 29, 2021, with the baseball field being sodded on November 30, 2021, and December 1, 2021. Work on the soccer field has begun. MV noted that the existing drains are not low enough to capture all drainage in the southern D-zone, and while their reconstruction efforts should improve the existing conditions, the addition of a third drainage structure will significantly improve drainage in this area. PCO #2 will be presented for the committee's consideration at the next scheduled meeting. Depending on the outcome of the next meeting, the remaining work to the soccer field will occur the week of December 6, 2021. Tennis court fencing will be reinstalled the week of December 6, 2021. 	
05	Progress Meetings	
	<ul style="list-style-type: none"> Scheduling of the future progress meeting shall be added to future meeting agendas. Progress meetings will be held biweekly or as needed. The next project meeting will be on Thursday, December 2, 2021, at 2:00 p.m. at the East Hampton Town Hall. All are welcome to attend a site walk with MV and SLR upon adjournment of the meeting. 	
06	Special Site Conditions	
	<ul style="list-style-type: none"> Sediment and erosion controls along the southern property line must be monitored and maintained once installed throughout the duration of the project. The fields, courts, and track will remain closed until determined by the committee that they are suitable for use. 	
07	Change Orders (CO)	
	<ul style="list-style-type: none"> CO No. 1 – Running track asphalt patching – Approved and completed PCO No. 2 – Added drainage structure at southeast D-zone and regrading at northwest D-zone – Pending 	
08	Other Discussion Items	
	Key Dates: <ul style="list-style-type: none"> The school has winterized the irrigation system. If MV needs to recharge the system, they will rewinterize it at no additional cost to the owner. 	
	Subcontractors: <ul style="list-style-type: none"> MV is to utilize Empire Paving for asphalt work, Craftco for running track surfacing, and Vermont Recreation Surfaces for the tennis court surfacing. 	

	Material Availability: <ul style="list-style-type: none">• 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.	
	Running Track: <ul style="list-style-type: none">• Track surfacing schedule will be determined late winter/early spring 2022 when weather conditions turn favorable.	
	Tennis Courts: <ul style="list-style-type: none">• Court surfacing schedule will be determined late winter/early spring 2022 when weather conditions turn favorable.	

East Hampton High School Athletic Facility Improvements Contact List

School/Town:

East Hampton High School
15 North Maple Street
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Kevin Reich – East Hampton Town Council
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General Contractor:

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Rick Maust – Site Foreman
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Engineer:

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Kevin Fuselier – Project Manager, Landscape
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Jonathan Luster – Project Engineer
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