

# East Hampton High School Athletic Facility Improvements

## MINUTES

DECEMBER 2, 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 – EH</li> <li>• Steve Fontanella – EH</li> <li>• Jeff Leith – EH</li> <li>• Jason Serra – EH</li> <li>• Ted Shumbo – EH</li> <li>• AJ LaPlant – EH</li> <li>• Dr. Brown - 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
01	<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></li> <li>• Drop-off time is from 7:15 a.m. to 8:00 a.m.</li> <li>• Pickup time is from 2:30 p.m. to 3:15 p.m.</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>	
02	<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 comments if necessary. Once approved, email signed and notarized copies to SLR for sign off. Mail original copies to SLR's Cheshire office.</li> </ul>	

	<ul style="list-style-type: none"> <li>Payment Application No. 3 and PCO No. 2 were reviewed and approved. MV will send SLR final notarized copies for sign off and then will be sent to the town.</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>14</b> submittals to date.</li> </ul>	
<b>04</b>	<b>Project Progress and Look-Ahead</b>	
	<ul style="list-style-type: none"> <li>Sodding of the baseball field is complete. Foul territory areas will be seeded and will be touched up in the spring as needed.</li> <li>General site cleanup is ongoing.</li> <li>With approval of the additional soccer field work the weather conditions will dictate if this work can be completed this fall or if it will have to resume in the spring. Currently, the remaining work will occur the week of December 6, 2021.</li> <li>The tennis court fence fabric will be reinstalled the week of December 6, 2021.</li> <li>Depending on the delivery date of the irrigation storage tank, this work may occur over the winter if weather is favorable.</li> <li>MV will coordinate the spring irrigation startup with EH.</li> </ul>	
<b>05</b>	<b>Progress Meetings</b>	
	<ul style="list-style-type: none"> <li><b>Scheduling of the future progress meeting shall be added to future meeting agendas.</b></li> <li>Progress meetings will be held biweekly or as needed.</li> <li>The next project meeting will be on <b>Thursday, December 16, 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>The fields, courts, and track will remain closed until determined by the committee that they are suitable for use.</li> <li>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.</li> </ul>	
<b>07</b>	<b>Change Orders (CO)</b>	
	<ul style="list-style-type: none"> <li>CO No. 1 – Running track asphalt patching – <b>Approved and completed</b></li> <li>PCO No. 2 – Added drainage structure at southeast D-zone and regrading at northwest D-zone – <b>Approved, and the work is pending.</b></li> </ul>	
<b>08</b>	<b>Other Discussion Items</b>	
	<b>Key Dates:</b> <ul style="list-style-type: none"> <li>Winter shutdown will mostly occur around the week of December 13, 2021.</li> </ul>	

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

## East Hampton High School Athletic Facility Improvements Contact List

**School/Town:**

East Hampton High School  
15 North Maple Street  
East Hampton, CT 06424

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Steve Fontanella – East Hampton Public  
Schools  
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Kevin Reich – East Hampton Town Council  
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**General Contractor:**

Mountain View Landscapes  
67 Old James Street  
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Rick Maust – Site Foreman  
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**Engineer:**

SLR International Corporation  
99 Realty Drive  
Cheshire, CT 06410

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