

HIGH SCHOOL- ADDITIONS AND RENOVATIONS

S.P.N.042-0041 RNV

BUILDING COMMITTEE

East Hampton High School

Meeting at East Hampton Town Hall

Thursday, August 16, 2018

Meeting Minutes

Committee Members Present: Michele Barber, Vice Chairperson, Cynthia Abraham, Michael Zimmerman, Tom Seydewitz, and Roy Gauthier

Committee Members Not Present: Sharon Smith, Chairperson, and Alternate Members David Ninesling and Thomas Cooke

Also Present: Robert Hart, Colliers International (CI), Glenn Gollenberg, SLAM Collaborative (SLAM), Steve Smith, Downes Construction Company (DCC)

Call to Order: Vice Chairperson Barber called the meeting to order at 5:30 p.m.

Public Remarks: None

Review and Approve Minutes:

It was noted that the agenda identified the June meeting as June 21, 2018. The meeting was actually held on June 14, 2018.

Mr. Zimmerman moved and Mr. Gauthier seconded to approve the minutes of the June 14, 2018 special meeting. There was discussion regarding minor changes as adjusted in the meeting minutes. Voted (5-0).

Project Manager's Report (Colliers International):

Project Update: Colliers reviewed the status of state change orders. Vice chairperson Barber noted that it seemed like the state was approving change orders as submitted with minimal comments and things are moving forward. Colliers will review the state change orders that have been reviewed by the state to ensure state comments and approvals are appropriate.

Blue Water Update: Colliers updated the building committee on the blue water issue in the domestic water system. Since the June committee meeting, the Town of East Hampton has taken the lead on the blue water issue and has submitted a

recommendation to the State Department of Public Health to install a water treatment system to treat the water with orthophosphate. The town public works department is managing the process while the East Hampton High School construction project will fund the installation of the water treatment system. The public works department is soliciting quotes for the system to be submitted and approved by the East Hampton High School building committee.

The building committee requested that Colliers find out what the Town's expectations are of the project if the water treatment system does not work and if there needs to be some formalization of the Town taking over the blue water issue.

Project Close-out: Colliers reviewed the close-out status of the project. There are still several remaining state change orders to be reviewed. Mr. Gauthier requested Colliers to present a timeline and over view of the process of finalizing the project and closing out the building committee.

Financial Update: Colliers reviewed the financial summary report. It was identified that many of the uncontracted and unspent budgeted soft cost amounts have been released and the current remaining amount of the project budget is approximately \$500,000.

Reports and Discussion:

CM Update (DCC): Mr. Smith noted that the exterior punchlist has been completed, including reseeding the hill where the construction trailers were located. The landscaper will maintain the reseeded hill until it has been accepted by the school. Mr. Smith noted that the landscape beds should be weeded.

Mr. Smith reviewed the interior work that DCC performed over the summer. This work included the safety film has been installed except in one office, addressing the slab joint in the main corridor at the auditorium entrance that was causing several floor tiles to raise, raised floor tiles at the gym entrance, and adjusting several doors that needed adjustment. The work associated with the slab joint will be submitted as an in-scope change order. The reinforcement of the storefront window system at the patio door in the cafeteria was also completed and appears to be successful in reducing deflection in the storefront system when the patio door closes.

Mr. Smith added that DCC is reviewing CM contingency and allowances and will be returning money to the project. Mr. Smith will get an order of magnitude cost for future roof work to address the current leaking issue around the old gym perimeter. There continues to be leaks in the library work room and the main corridor during wind driven

rain events. It is believed that this is caused by rain penetrating the brick layers between the installed flashing on and the roof membrane on the old gym and auditorium perimeter.

Gym Leak and Floor Damage: Mr. Smith identified that the rain leak in the gym is the result of a leak in drip tray of the gym roof top unit (RTU). A conduit that penetrated the drip tray is located against the edge of the drip tray and was not properly sealed. When rain water reached a certain depth in the drip tray it would leak through the penetration and drip onto the gym floor. There was a rain event during a weekend over the summer that resulted in water pooling on the floor over the weekend and damaged the gym floor. Repair of the gym floor will be paid by the project electrician because the electrician was responsible for sealing the conduit penetration in the RTU drip tray.

Ms. Abraham inquired if the rain garden is performing as designed. Mr. Gollenberg noted that it was. The building committee mentioned that it would be appropriate if the front rain garden had some type of signage explaining the purpose of the rain garden, and explaining what plants are located in the garden. The building committee requested SLAM architects to provide a description of the intent of design of the rain garden located at the front parking lot for an informational sign to be placed at the rain garden. It was agreed that this would be an appropriate task for the High School environmental club to help with.

Washington DC Photo Mounting System: Mr. Smith identified that a deposit was required before the system could be installed. The deposit has not been paid yet but would be once the DCC invoice for this work was approved by the building committee later in this meeting. This work will have to be performed during one of the school breaks in order to avoid additional cost for after-hours work. This work cannot be performed during school hours since it requires drilling into the brick wall and will be loud at times.

Architect's Update (SLAM): Mr. Gollenberg noted that the work for the stage floor to address the current flooring issues is in progress, but has encountered an unforeseen condition. This will cause the work to deviate from the original installation plan reviewed at the June 14 building committee meeting. The unforeseen condition is that the installed Masonite was glued to a luon board layer that was glued to the existing floor, making removal of the installed board difficult to remove.

The solution presented by Mr. Gollenberg is to score the existing floor in a 24 inch square patter to allow proper expansion and contraction of the floor material, and to address any remaining bubbles in the floor, and the screw the new hardboard system on top using screws of sufficient length to fasten into the original stage floor to hold the entire system in place. A 10' strip of the installed floor along the front length of the stage

will be removed in order to blend the slight elevation change between the rear hardboard section of the floor and the front hardwood section. The new hardboard pieces will be painted prior to installation and the top will be repainted once installed.

Mr. Gollenberg identified that this additional work is an existing condition that will require additional \$5,000 to \$10,000 in labor costs. Mr. Gollenberg requested that the building committee approve a change order for the additional costs because this work is due to a field condition and was not anticipated when SLAM started the stage floor replacement. The building committee agreed to approve the change order once presented and directed Mr. Gollenberg to proceed with the proposed solution.

Action Items:

Approval of Invoices

- *A motion was made by Mr. Seydewitz to approve Downes invoices number 43, 43R, 44, and 45, totaling in the amount of \$388,687.59. Second by Mr. Gauthier. It was noted that invoice 44 is the deposit invoice for the Washington photo wall system. Motion passed 5-0.*
- *A motion was made by Mr. Seydewitz to approve SBS Colliers invoice number 21711, dated 7/31/18, in the amount of \$1,741.94. Second by Mr. Gauthier. Motion passed 5-0.*
- *A motion was made by Mr. Seydewitz to approve Ready Fresh invoice number 08F00009000, dated 6/22/18, in the amount of \$788.57. Second by Mr. Gauthier. Colliers was requested to look into monthly costs and budget for 1 year of water bills. Motion passed 5-0.*

Chairperson Quarterly Report: Mr. Hart identified that he needs to follow up on the status of quarterly reports and make sure the committee is up to date and have been submitted.

Public Remarks: None

Next Meeting – September 20, 2018.

Adjournment:

At 6:30 p.m. a motion was made by Ms. Abraham to adjourn; seconded by Mr. Seydewitz. Motion passed 5-0.

Respectfully submitted,

Robert Hart
Owner's Project Manager

TOWN OF EAST HAMPTON

20 East High Street
East Hampton, CT 06424



HIGH SCHOOL BUILDING COMMITTEE

Sharon E. Smith, Chairperson
Michele Barber, Vice-Chairperson
Cynthia Abraham, Member
Roy Gauthier, Member
Stephen Karney, Member
Michael Zimmerman, Member
Tom Seydewitz, Member
David Ninesling, Alternate
Thomas Cooke, Alternate

HIGH SCHOOL—ADDITIONS & RENOVATIONS

S.P.N.042-0041 RNV

BUILDING COMMITTEE MEETING

East Hampton Town Hall

20 East High Street

East Hampton, CT 06424

AGENDA

Thursday, August 16, 2018, 5:30 p.m.

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1. Call to Order
 2. Public Remarks
 3. Review and Approve Minutes
 - a) June 21, 2018
 4. Project Manager's Report (Colliers International)
 - a) Project Update
 - b) Blue Water Update
 5. Reports and Discussion
 - a) Construction Update (Downes)
 - b) Architect Update (SLAM)
 - i. Stage Floor Update
 6. Action Items
 - a) Approval of Invoices (See Attached)
 7. Sub-Committee Reports
 8. Chairperson Quarterly Report
 9. Public Remarks
 10. Next Meeting – September 20, 2018 @ 5:30 p.m., East Hampton High School
 11. Adjournment

EAST HAMPTON

High School Renovations

Financial Status Report - 8/16/18

\$(000)

Financial Status Report - 8/16/18									
\$ (000)									
	A			B	C	D	E	F	G
	Budget							D+E=F	C-F=G
	Project Budget 2/24/15	Approved Transfers	Approved Budget with Transfers	Approved for Payment	Total Contract	Planned, but not Contracted	Anticipated Total Costs	Remaining Balance	
I. <u>Building Construction</u>	43,666.9	196.2	43,863.1	42,941.0	43,879.5	-	43,879.5	(16.4)	
II. <u>Related Construction</u>	-	-	-	-	-	-	-	-	
Total Construction	\$ 43,666.9	\$ 196.2	\$ 43,863.1	\$ 42,941.0	\$ 43,879.5	\$ -	\$ 43,879.5	\$ (16.4)	
III. <u>Furniture, Fixtures & Equipment (FF&E)</u>	1,828.0	(0.0)	1,828.0	1,823.0	1,843.6	-	1,843.6	(15.6)	
IV. <u>Fees and Expenses</u>	5,630.4	211.3	5,841.7	5,282.4	5,432.5	-	5,432.5	409.2	
V. <u>Contingency</u>									
A. Construction & Owner's Project	569.7	(407.5)	162.3	-	-	-	-	162.3	
B. Additional Need	-	-	-	-	-	-	-	-	
Total Contingency	\$ 569.7	\$ (407.5)	\$ 162.3	\$ -	\$ -	\$ -	\$ -	\$ 162.3	
VI. <u>Inflation</u>	-	-	-	-	-	-	-	-	
Total Project	\$ 51,695.0	\$ 0.0	\$ 51,695.1	\$ 50,046.4	\$ 51,155.6	\$ -	\$ 51,155.6	\$ 539.4	

Transfers

<u>From:</u>		<u>To:</u>
V. Contingency	196.2	I.A Construction
V. Contingency	80.6	IV.A2 Architect
V. Contingency	5.0	IV.B9 Moving/Relocation
V. Contingency	0.0	IV.B10 Physical Plant Expenses
IV.A3f Other Professional Fees	19.2	IV.A2a Code Consultant
IV.A4 Project Management	40.0	IV.B8 Consultant Reimbursables
IV.A9 PreReferendum Services	16.2	V. Contingency
III.A Furniture	748.0	III.C Technology
III.C Technology	30.7	III.D Telecomm

% Contract Approved to Date:

Contractor	97.9%	Architect	96.9%
FFE	98.9%	OPM	95.1%



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High School - Additions & Renovations

State Project No.: 042-0041 RNV

Invoice Approval Cover Sheet

Building Committee Date: 8/16/2018

INVOICES				
Town Code	Company	Invoice No.	Date	Amount
5720	Downes	43	6/30/2018	\$ 88,159.75
5720	Downes	43R	6/30/2018	\$ 267,925.38
5720	Downes	44	7/17/2018	\$ 16,006.15
5720	Downes	45	7/31/2018	\$ 16,596.31
5720	Downes Subtotal			\$ 388,687.59
5342	SBS/Colliers	21711	6/30/2018	\$ 1,741.94
	Ready Refresh (Bottled Water)	08F0100009000	6/22/2018	\$ 788.57

Approvals:

East Hampton Building Committee

(One of two chairs required to sign)	
	Sharon E. Smith, Chairperson Date
	Michele Barber, Vice-Chairperson Date
Finance Subcommittee (One of three members required to sign)	
	Roy Gauthier, Member Date
	Stephen Karney, Member Date
	Tom Seydewitz, Member Date

Colliers International, Owners Project Manager

Robert Hart, Asst. Project Manager

Date

