

Shepaug Building Committee
Minutes of Meeting
November 20, 2017

1. *Call to Order*

Mr. Gregory Cava, Chairman of the Shepaug Building Committee called the meeting to order on Monday, November 20, 2017 at 6:06 PM.

Present were the following:

Committee: Gregory Cava, Chairman, John Kuck,, Alex McNaughton
Absent: Valerie Andersen, Robert Horrigan

Administration: Teresa DeBrito, Director of Curriculum, Assessment and Instruction, Kim Gallo, Shepaug Principal, Donald O'Leary, Facilities Manager

Others Present: Charles Boos and Jennifer Mangiagli, Kaestle Boos Associates
Mark Jeffko, O & G Industries
John Buonaiuto, BOE

2. *Adoption of Minutes:* November 8, 2017

MOTION: made by Alex McNaughton, seconded by Greg Cava to adopt the November 8, 2017 minutes

VOTE: in favor: Greg Cava, Alex McNaughton
abstain: John Kuck , not present at the November 6 meeting

motion passes; 2-0-1

3. Discuss Agri-Science Project

A. *Project Status:*

Discussion on the Commissioning Agent. Jennifer, KBA, reported on the Preliminary Permit Schedule. Jennifer stated that there is a preliminary septic report but would like Mr. Couch to report on it to the committee. There was also discussion as to the need, if any, for permits by Zoning/Planning. Mike Ajello with the Washington Zoning Commission will be contacted. Mark Jeffko, O & G, reviewed the Milestone Schedule. There was conversation as to the time frame for hazardous waste materials removal.

B. Consultant Overview of Progress to Date and Next Steps:

Mr. Cava stated that he will review the contract revisions pertaining to septic and decide if it will need BOE approval.

C. Architects Report:

Mr. Boos spoke on the Grant. Mrs. Gallo stated that she and Mrs. DeBrito worked on the Grant and it has been submitted to the State. There was discussion on the Grant original deadline date of June 30. Jennifer explained the reasoning as to why it had been pushed up to mid-November. Discussion followed relating to T2 responsibilities per the equipment list. Grant types and deadlines were reported on.

D. Pending Payments, Contractual Costs;

No payments.
Invoices from FSM will require BOE approval first.

E. Drawings Review of any Changes Since Previous Meeting:

No changes

F. Upcoming Meetings:

Mr. O'Leary commented that there is a hazardous material meeting next week with O & G.

Jennifer stated that they will need a Design Team Meeting and that will need to include the Commissioning Agent.

4. Ed Specs Review:

Mr. O'Leary stated that Debby Bliven has the final copy of the Ed Specs and they will be included in the BOE packet for the December 4, 2017 BOE Business meeting.

5. Ag STEM – Equipment List Review

Nothing to review.
Mrs. Gallo reported that the list has been submitted to the State.

6. Commissioning Agent:

Mr. O'Leary and Mr. Giesen will review the contract before obtaining signature. Mr. Cava reminded Mr. O'Leary of the concerns regarding Heating, Ventilating and Air Conditioning Balancing.

7. Misc.

Mr. Cava stated that the Diebold donation has been reconfirmed.

Check list reviewed.

The full size survey set will be ready for the next meeting. Mr. Couch had wanted to have the Landscape Department with KBA review the set prior to making copies.

Chairman Cava thanked everyone who had worked on meeting the revised deadline regarding the Grant for their time and effort into making it happen.

End of meeting check list for December 4, 2017:

- ___ Commissioning Agent Contract Status, Don
- ___ Septic Report, Jennifer, Richard Couch
- ___ Planning/Zoning Permit, Jennifer
- ___ Updated Critical Path Schedule, O&G
- ___ Construction Manager Report, Don
- ___ Design Team Meeting
- ___ High Performance Check List, Don
- ___ Full Size Survey Set, Richard Couch
- ___ Updates to the Resource Area, Kim is consulting with Joan Temple

8. Adjournment

There being no further business, the meeting was adjourned by consent at 7:12 PM.

Next meeting December 4, 5:30 PM, Room D24