

Shepaug Building Committee  
Minutes of Meeting  
April 23, 2018

1. *Call to Order*

Mr. Gregory Cava, Chairman of the Shepaug Building Committee called the meeting to order on Monday, April 23, 2018 at 5:06 PM.

Present were the following:

Committee: Gregory Cava, Chairman, Valerie Andersen (5:13), Tony Bedini, Jay Hubelbank, John Kuck, Alex McNaughton

Administration: Teresa DeBrito, Director of Curriculum, Robert Giesen, Director of Finance, Kim Gallo, Shepaug Principal, Don O'Leary, Facilities Manager

Others Present: Charles Boos, Jennifer Mangiagli, Kaestle Boos Associates  
Lorel Purcell, Mark Jeffko, O & G Industries  
John Buonaiuto, BOE  
Ed Wainwright, Community

2. *Adoption of Minutes: April 9, 2018*

**MOTION:** made by Alex McNaughton, seconded by Jay Hubelbank to adopt the April 9, 2018 minutes.

**VOTE:** unanimous

Motion passes (5-0)

3. *Discuss Agri-Science Project:*

A. Project Status:

Mr. Cava commented that tonight is the Washington Zoning Commission Hearing regarding the site plan application, 7:30 at the Washington Town Hall. Mr. Cava also reported on the meeting in Hartford with DAS. Mr. Cava added that Phase I work is now ok to put out to bid. Awarding of the contract for Phase I was discussed as to being in receipt of the proper letters having any outstanding issues resolved. Items mentioned were proper signatures by town officials, environmental site assessment and a septic design. Lorel mentioned that there is a

pre-bid walk through scheduled for May 2 with a tentative date of May 15 for bids to be due. The beginning of June is targeted as being able to assign bids.

B. Pending Payments:

The Nutmeg Soil invoice had been reviewed.

**MOTION:** made by Alex McNaughton, seconded by Jay Hubelbank to approve payment of \$900.00 to Nutmeg Soil per the invoice dated April 11, 2018.

**VOTE:** in favor: Greg Cava, Tony Bedini, Jay Hubelbank,  
John Kuck, Alex McNaughton

opposed:

abstain: Valerie Andersen

Motion passes: (5-0-1)

C. Phase I and Phase II Site Assessment and Discussion:

Chairman Cava reviewed the revised proposal submitted by Fuss & O'Neill. Budget amounts within the document were discussed.

**MOTION:** made by Valerie Andersen, seconded by Jay Hubelbank to approve entering into arrangement with Fuss & O'Neill, with bidding not necessary since they are on the State list of people preapproved to bid.

Discussion – date of completion in proposal was noted as 5 weeks of receipt of authorization. Also requested was a progress report along the way.

**VOTE:** unanimous

Motion passes (6-0)

D. Plan Review:

Plans are not ready for review. Jenn stated that they would like to meet with O&G first as they would like to refine a few areas.

E. Temporary Space:

Mr. O'Leary reported on status to date and plans being made for item relocations and storage. Lorel had mentioned that if Don would like, O&G can include this cost in their walk through bidding. Mr. O'Leary could touch base with Lorel prior to the May 2 walk through.

F. Commissioning Agent:

Mr. O'Leary reported that he had met with the Commissioning Agents last Thursday and it was a very productive meeting. Mr. O'Leary stated that there is an on line owners performance list. Don remarked on the purpose of this list and commented on items that would be needed. There were areas such as lighting needs he was questioning especially regarding specific lighting for animals. Don also discussed VRS (Variable Refrigerated System) vs VAV (Variable Air Volume) systems. Jennifer added information to the discussion and Don explained the difference between the two systems.

4. *Architectural, KBA*

A. Report

Jennifer stated that KBA would be attending the zoning meeting later this evening and that at this point there is nothing new to report.

A brief report was given by Mr. O'Leary as to how the region stands with Eversource regarding the relocation of the primaries and transformer to the north side.

B. Consultant Overview:

Secure Our City Presentation:

In the absence of Geva Barash, Megan McGory attended this evenings meeting. The proposal and a sample Security Assessment that had been sent to committee members were discussed. Areas of assessment were discussed as were assessment costs. The question had been put out there as to [if our current systems are able to be expanded, or if a replacement is necessary?] Mr. O'Leary elaborated on the present system and needs of the Region. Mr. Cava spoke on the primary purpose of the system. It was requested that the proposal reflect what is needed such as bells, clocks, intercom system, room to room communication, etc. Timing resolving the proposal is of concern. The contract with KBA regarding architects responsibilities had been discussed. As were exclusions. Specifically mentioned Exhibit F.

**MOTION:** made by Jay Hubelbank, seconded by Alex McNaughton to spend up to \$5000.00 to acquire an analysis of our low voltage systems as defined by Mr. O’Leary with Scope of Services to be provided.

Discussion of contract consultants, retention of consultants and services provided.

**VOTE:** in favor: Greg Cava, Tony Bedini, Jay Hubelbank.  
Alex McNaughton

opposed:

abstain: Valerie Andersen, John Kuck

Motion passes (4-0-2)

5. *Construction Manager, O&G,*

A. Report / Schedule:

Lorel distributed and reviewed the revised Preconstruction Schedule. Lorel also mentioned the meeting with the Zoning Commission happening later this evening. Lorel mentioned she is trying to keep track of the site approvals and that she had not heard from Brendan White regarding the status of the Health Dept. Don added that he had received this morning, a signed letter by Suzanne. Lorel stated that what Don had received was from the local Health Dept. but an official application has to be sent to cover the overall project and that the letter Don received covered only Phase I. Lorel reported on the DDR meeting April 11. Also reported on was the bidding process and dates. Hopefully O&G will be able to award the bids at the end of May’ish. The estimate list was discussed but pricing is not set, thus the list is not yet ready to be distributed. A request was made to have the list ready for the committee to review. It was agreed to have an electronic version sent to the committee on the Friday prior to the May 7<sup>th</sup> meeting. This would be due electronically, May 4. Lorel continued reviewing dates, noting anything that had been updated.

It had been agreed to move the meeting time of the May 7, Building Committee Meeting to 4:00 pm to give ample time for reviewing the estimate list by O&G. Mr. Cava brought to the committee’s attention that he had added a June 4 meeting date. This was done in case there were any documents that would need to be brought before the Board of Education and signed prior to the next meeting with the State, June 5. Mr. Cava stated that if the meeting was not necessary it could be cancelled or rescheduled to another date. A copy of the Spreadsheet Demolition Report had been distributed which was also reviewed.

Lorel addressed check list items and explained the status of those items. Mark added that the cost report is still being worked on and hopefully can be emailed to the committee by May 24. It had been asked by Mark if it is possible to have Region 12 and O&G use the same cost coding on the reports.

6. *Upcoming Decisions* - none

7. *Misc:*

List of Funding for Items not in AgSTEM:

The list had been reviewed.

It had been commented that the list should probably be for the Facility Committee but it had been requested that the Bldg. Comm. be aware of items on the list.

8. *Check List* – items covered under O&G report.

9. *Adjournment:*

There being no further business, the meeting was adjourned by consent at 6:42 PM.