

Shepaug Building Committee
Minutes of Meeting
December 11, 2017

1. *Call to Order*

Mr. Gregory Cava, Chairman of the Shepaug Building Committee called the meeting to order on Monday, December 11, 2017 at 6:06 PM

Present were the following:

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

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

Others Present: Charles Boos, Jennifer Mangiagli, Kaestle Boos Assc.
Lorel Purcell, Mark Jeffko, O & G Industries
John Buonaiuto, BOE

2. *Adoption of Minutes:* December 4, 2017

MOTION: made by Alex McNaughton, seconded by Valerie Andersen to
adopt the December 4, 2017 minutes.

VOTE: unanimous

motion passes 6-0

3. *Discuss Agri-Science Project*

A. *Project Status:*

Mr, Cava stated that all approvals had been given by the State. A copy of the First Revised and Updated Education Specifications had been distributed. Mr. Cava stated that this copy was for the committee to review and that it would be passed to the BOE.

Chairman Cava stated that at the upcoming BOE meeting, he would like to request that the BOE give the committee the authority to spend the remainder of the project money as needed.

Valerie Andersen suggested that beginning January a document showing the current budget, disbursements, and reconciliations be made available. Greg Cava agreed and requested a spreadsheet showing such information.

Discussion on periodic updating to the BOE.
Contract approval process was also discussed.

B. Pending Payments:

No payments. Mr. Giesen asked for a signature by Mr. Cava for FSM Services invoices which were approved at the previous meeting.

C. Commissioning Agent Contract Progress:

Bob reported that the AIA contract has gone out to the attorney. Discussion on contract amendments and the contract regarding HVA Balancing, Inspections and Scope of Work.

4. Architectural – KBA

A. Report

Jennifer commented on information she was able to obtain regarding her conversations with Michelle and Kosta at the State Office, in reference to the Grant process, priority list and items on the equipment list. It was suggested that contact be made via email with Michelle at the State to confirm the information.

B. Consultant Overview

Discussion pertaining to the Septic Study. At this point there is nothing new to report. Mr. Cava reported that the BOE had given its approval for the committee to move forward. An amended copy of the contract with Couch and Martinez, would be made available to Building Committee members. Don O’Leary discussed meter readings and readings over winter break.

C. Drawings Review:

Mr. Boos, KBA, shared that the revised site/survey plan is in design and should be available for the January 8, 2018 meeting.

5. Construction Manager – O&G

A. Report:

Mark Jeffko, O&G, stated that there is a meeting scheduled for this Thursday regarding temporary classrooms. Discussion on the number of Science Labs, equipment. It had been asked to review the budget for expenses involving additions and deletions.

B. Hazardous Material -There is nothing new to report.

C. Schedules - Schedules are current.

D. Temporary Space - Discussed previously in the meeting.

6. Upcoming Decisions - None

7. Misc – discussion of 2018 Regular Meeting Dates

Proposed meeting date schedule was reviewed and agreed upon, all with a 5:00 PM start. Check list from December 4 and December 11 had been reviewed.

Check List:

- Carry over – Full Size Survey Set, Richard Couch
- Carry over – Updates to the Resource Area, Kim consulting with Joan Temple
- Carry over - Cost Plan for renovations, room relocations
- Carry over - Temporary Modular Science Room Cost – Lorel

From Dec. 11 Mtg.

- Check what contract says regarding change orders, scope changed, requirements-Don
- Spreadsheet showing current monies of items budgeted, expenses per item, % spent
- Budget review of additions and deletions
- AIA Contract – Don
- Amended copy of Septic Contract to committee members
- Copy of contracts entered into and amendments, to comm. members – Greg
- PDF of Survey to Greg - KBA

8. Adjournment

There being no further business, the meeting was adjourned by consent at 7:16 PM.