

SHEPAUG BUILDING COMMITTEE

MINUTES OF MEETING

February 4, 2016 at the Shepaug Valley School

1. **Call to Order.** Mr. Gregory J. Cava, Chairman of the Shepaug Building Committee called the meeting order on February 4, 2016 at 4:05 PM.

Present were the following:

Committee: Gregory J. Cava, Chairman, Alex McNaughton, John Kuck (Ms. Devine and Ms. Worobel were absent)

Administration: Patricia Cosentino, Superintendent, Robert Giesen, Director of Finance & Operations, Donald O'Leary, Facilities Manager
Kim Gallo, SVS Principal

Guests: Charles Boos, Kaestle Boos Associates, Inc., project architects, William Davenport, and Brian N. Holmes, P.E., LEED AP, Assistant Vice President of O&G Industries, Inc.

2. **Questions for O&G Representative.** Many of the questions originally formulated prior to the February 1, 2016 meeting had been answered as part of the presentation. Those present had a number of additional questions for Mr. Holmes including the following:

- Mr. Cava asked several questions on behalf of Ms. Devine who was not able to be present but had commented in advance:
 - Whether the proposal included the science lab renovation as it was not clear this was mentioned: **Yes, the science lab renovation is included in the fee proposal.**
 - Whether the mention of the Region's responsibility for security meant we would be required to provide security for the construction site as well as their construction trailer: **O&G will not be providing any security and it is doubtful that it would be needed on this site. The site will be fenced and the trailer will be within the fenced area. The District may or may not provide additional security.**
 - Does O&G have any estimate of the impact on the Region's heating and electric budget as a result of construction activities during the construction period? **There should be no impact on the 2015-2016 budget because construction will not have commenced. There should be little impact on the 2016-2017 budget because construction will not start until April 2017 and that will be almost exclusively site work though some construction will start before the June 30, 2017 end of the fiscal year. If there is impact it should be primarily in the 2017-2018 fiscal year, and some into the 2018-2019 fiscal year. O&G will provide estimates for us.**
 - The conceptual design plan shows the design shed as being 3,900 square feet (SF) and Ms. Devine recalled presentations during the pre-referendum phase when this building was described as 4,900 SF. The Architect needs

to verify the correct size, but does this difference affect the bid? **No, it does not make a difference.**

- Mr. Giesen inquired about the necessity for waivers of subrogation in all contracts and subcontracts. **Mr. Holmes expressed the difficulty they have getting these from subcontractors.** Mr. Cava suggested the time to request these was when the bid packages go out and before a subcontract or prime contract is let or signed. **Mr. Holmes agreed to make efforts to obtain these to satisfy our insurers.**
- Mr. Kuck indicated he thought the Experience Modification Rate (EMR) was high. This rate reflects a calculation of accidents against employee hours worked and the national average is 1.0 while O&G's rate is 0.71. **Mr. Holmes responded that the O&G EMR results not from job-site or project related accidents, but rather from the fact that the company has perhaps 12,000 vehicles on the road every day and auto accidents account for most of this higher rate.**
- Mr. Kuck inquired whether the budgeted hours were the maximum. **Yes, these are not-to-exceed maximums.**
- Mr. O'Leary inquired about whether O&G would follow our inclination and policy of avoiding the use of proprietary systems that lock us into expensive future maintenance and replacement costs. **O&G understands the drawbacks of proprietary systems and will avoid those systems in favor of systems that are more flexible.**
- Mr. O'Leary advised O&G that we have been speaking with Eversource about energy efficiency goals and inquired as to whether O&G would have any issues working with Eversource and considering their ideas for efficiency. **No, O&G would not have any problem.**
- Mr. Cava inquired of the process for change orders. **Mr. Holmes outlined the process of change orders indicating that for minor changes orders due to field conditions it was desirable to have someone from the Committee with authority to approve change orders up to an amount between \$7000 and \$10,000, some change orders would be approved unilaterally by O&G with payment coming from a pre-established reserve agreed to by the Committee, and larger change orders would require consultation with the Committee. However they will be doing what they believe to be sufficient pre-bid due diligence investigations to minimize the need for change orders.**
- Mr. O'Leary confirmed that there would be no July 2016 construction activities that might interfere with the Town of Washington's Independence Day fireworks. **O&G confirms this.**
- There were further questions from various members related to questions about the on-site circulation and phasing of construction. **There will be a phasing of construction that involves early work to construct the dedicated bus drop-off lane to facilitate construction of the new front parking lot and accessways. Firmer schedules will follow as the team meets and develops them.**

3. **Adjournment.** There being no further business to come before the meeting, it was adjourned by consent at 4:59 PM.