

Stratford High School Building Sub-Committee

Meeting Minutes

May 18, 2015

❖ **CALL TO ORDER**

The regular meeting of the Stratford High School Building Sub-Committee was called to order at 5:35 pm on May 18, 2015 in Stratford High School Library by Alan Llewelyn, Building Sub-Committee Chair

❖ **PRESIDING**

Alan Llewelyn, Building Sub-Committee Chair

❖ **BUILDING SUB-COMMITTEE MEMBERS PRESENT**

Mr. Bob Chaloux, Mr. Joseph Corso, Mr. Len Petrucelli, Mr. Ken Poisson, Mr. Jason Santi, and Mr. Clarence Zachery

❖ **BUILDING SUB-COMMITTEE MEMBERS ABSENT**

Mr. Eric Lazaro, Ms. Stephanie Philips, Mr. Dan Senft

❖ **OTHERS IN ATTENDANCE**

Town Engineer John Casey, Superintendent Janet Robinson, Turner Project Executive Ty Tregellas, Antinozzi Project Manager Bill Mead, Antinozzi Vice President George Perham, CREC Project Manager Richard Snedeker, CREC Project Controls Manager Brian Greenleaf, CREC Project Coordinator Edwin Martinez

❖ **OPENING REMARKS**

Alan Llewelyn opened the meeting by thanking everyone for their hard work

2. **APPROVAL OF AGENDA**

Agenda: A copy was posted to the Town website on 5/15/15 and is attached at the end of the report.

Alan Llewelyn: Requested a motion to approve the agenda

Len Petrucelli: Motioned to accept agenda

Jason Santi: Seconded, all were in favor.

3. **APPROVAL OF APRIL 20, 2015 MEETING MINUTES**

Minutes: An electronic copy was distributed to the Sub-Committee members via email on 5/15/15 and will be posted to the Town website after they are approved.

Alan Llewelyn: Requested a motion to approve the minutes

Jason Santi: Motioned to approve the minutes

Bob Chaloux: Seconded, all were in favor

4. **INVOICES AND BILLS**

FEE PROPOSAL FOR PHASE 1 ENVIRONMENTAL SITE ASSESSMENT DUE TO LAND ACQUISITION, 25 NORTH PARADE (ANTINOZZI AMENDMENT #6)

This scope of work is required from the state. The total amount is \$2367.50

Len Petrucelli: Motions to refer the fee proposal of \$2367.50 to the BNC for approval

Jason Santi: Seconds, all in favor

ANTINOZZI'S CONTRACT AMENDMENT (ANTINOZZI AMENDMENT #7)

The project has changed. Antinozzi has noted thirteen items that have been revised on their contract. John Casey will review soon.

Alan Llewelyn: Explains that the previous project was mostly renovation work. The project as it stands now has significantly less renovation and much more new construction.

Len Petrucelli: Motions to table Antinozzi's amendment #7

Bob Chaloux: Seconds, all were in favor

OTHERS

There is an invoice for the remainder of the traffic study for \$9,418.17. John Casey received a hard copy of the invoice. This amount was already approved in amendment three of Antinozzi's contract.

5. UPDATE ON WHAT BNC PLANS FOR ORIGINAL S.H.S. BUILDING (BNC/BSC MEMBER)

There is great concern for more green space on the project site. This can be used for gym class or sports and would be a great improvement to the site.

Jason Santi: Asks what is the cost of the feasibility study?

John Casey: The study will depend on what the scope of work is. John suggests that the town have some thought as to what they want to do with this building.

The BSC concluded that a meeting between the town administration and the board of education needs to occur so that a clear vision for the future of this building is made between all stakeholders.

Bill Mead: Bill provides the four recommendations that Antinozzi thought were reasonable. These are certainly not the only options available for Stratford.

1. Let the building sit dormant
2. Auction the building to a private development
3. Use the building as Board of Education space
4. Knock it down and use as green space

Ken Poisson: Asks what would be reimbursable out of those four options?

Bill Mead: If any of those options is deemed an improvement to the site then it would be eligible for reimbursement.

Jason Santi: The town and board of education will need to make a decision on what they want the scope of work to be.

Bill Mead: Antinozzi will provide a fee for a feasibility study once the town figures what the scope is. Suggests that a separate contract be made for a feasibility study because typically those are not reimbursable under a grant.

By creating a separate contract, the cost of the study will not be deducted from the project contingency. This building should be treated as a separate project.

Jason Santi: Makes a motion for the Board of Education, Town Council, the Mayor's office and all appropriate parties to discuss the possible uses for the old building

Len Petrucelli: Seconded, all were in favor

6. **WEBSITE DEVELOPMENT UPDATE**

Brian Greenleaf: The project website is under development. Some of the topics that will be included but not limited to are a landing/home page, a project information page, a calendar of events page, a school board committee page, and a project updates page. There will also be a link to the town website. The floor was open to any feedback from the committee on what they wanted to see on the website.

Bob Chaloux: Bob suggests a project timeline and a cash flow report be made available on the website.

Joseph Corso: The principal suggests a virtual tour of the building on the website. Parents, students, and the public will want to know what the building is going to look like before it is complete.

Alan Llewelyn: Asks if there are any current websites that the committee can visit?

Brian Greenleaf: Two schools Brian mentioned were North Haven Middle School and West Haven High School. He will be sending out links to those websites and others.

7. **SUMMARY OF DESIGN MEETINGS HELD ON APRIL 23, APRIL 30, MAY 7, AND MAY 14 (APRIL 23 CANCELLED DUE TO LACK OF NEED, MEP CONSULTANT WALK-THROUGH INSTEAD) (APRIL 30 CANCELLED DUE TO LACK OF NEED, MAY 1 PROGRAMMATIC MEETING WITH BAND/CHORAL/THEATER ADMINISTRATORS INSTEAD)**

The meetings with staff are for general planning purposes. Design minutes are distributed to the Sub-committee members electronically.

Bill Mead: The band, theater, and choral administrators had a keen interest in the layout of the auditorium. They informed Antinozzi how they envision the new spaces.

West Building: The West building is falling into place. The first floor will contain spaces like administration, guidance, and the cafeteria. The second floor will have music, english, social studies, and world language programs. The third floor will contain math and science classes and labs. The West building has been created on Revit software. It is now available electronically.

Janet Robinson: Janet is concerned about long lunch lines crowding main corridors. She suggests having stations instead of the traditional hot food and cold food lunch line.

Clarence Zachery: Suggests that it might be helpful to consult with the current food service consultant (Sodexo).

Bill Mead: Bill will be looking into Sodexo, to see if they have a design team in their company. If not, Antinozzi will hire a food service consultant.

8. **STV FEMA RE-MAPPING UPDATE (ANTINOZZI AND/OR STV)**

Bill Mead: Bill spoke with Tim Casey from STV and found out that Tim will be submitting the re-mapping update by June 1st.

9. **INTRODUCTION OF NEW TEAM MEMBERS, INNOVATIVE ENGINEERING SERVICES, LLC (ANTINOZZI)**

Bill Mead: Innovative Engineering Services, LLC has joined us as our mechanical, electrical, and structural engineers. IES had a tour of the existing building on April 23rd to familiarize themselves with the layout and condition of the existing school. A kick-off meeting with the head of facilities will be set up to talk about different systems that are available.

Clarence Zachery: Clarence informs the committee that Public Works does all the mechanical maintenance work for Stratford High School.

Richard Snedeker: Suggests that a point of contact be made between Public Works and the Town of Stratford.

10. **ED. SPECS APPROVAL BY BOE, SPECIAL LEGISLATION STATUS UPDATE, START OF CONSTRUCTION EXTENSION REQUEST(S) (CREC)**

Brian Greenleaf: Special Legislation is going through the State process. There hasn't been any feedback yet.
The start of construction deadline extension letter has been submitted to the State. A package of work can start ahead of time to stay within the start of construction deadline.

11. **PRESENTATION ON NEXT STEPS: ESTABLISH COMMISSIONING AGENT PROPOSAL REVIEW PANEL, SET INTERVIEWS DATE; ESTABLISH HAZARDOUS MATERIALS CONSULTANT REVIEW PANEL, SCHEDULE INTERVIEWS DATE; GEOTECHNICAL ENGINEERING CONSULTANT; TECHNOLOGY CONSULTANT; SECURITY CONSULTANT (CREC & AND ANTINOZZI)**

Richard Snedeker: The CxA proposals will be due June 1st at 2:00 pm in Mike Bonnar's office. Rich will be organizing a review panel(s) to review the CxA and the Hazmat consultant's RFP's.
The Hazmat RFP is under development.

The following individuals were nominated to the SHS Commissioning Agent Selection Sub-Sub-Committee:

Bob Chaloux; Jason Santi; Rich Ruggerio (per Clarence Zachery); Clarence Zachery; Alan Llewelyn; A Representative from Stratford DPW (DPW maintains the mechanical equipment in the schools); Erik Bartone, DBS Energy Inc.; A Representative from Innovative Engineering Services (the SHS MEP Consultant).

Geotechnical Proposals: Antinozzi has received the proposals and is reviewing them. The firms have been asked to take borings near the field because a new building is going to be constructed there and the soil conditions need to exceed the minimum bearing capacity.

Antinozzi will need to know if there will be any youth athletic activities occurring in July. If so, the town will have to notify Antinozzi to make sure that equipment is not left on site. There will be approximately twenty-six borings.

Technology Consultant: A technology consultant will be assisting with codes issues during design.

Security Consultant: A consultant will be used during design. Chris Nolan is CREC's Director of Security. He will give a presentation on school security at the June 15th BSC meeting.

12. **PRESENTATION ON NEXT STEPS; DESIGN SCHEDULE; SUB-COMMITTEE DELIVERABLES; DESIGN DECISIONS (ANTINOZZI)**

Bill Mead: Antinozzi will have drawings for the East and West building. This won't be the final schematic design presentation.

13. **CM CONTRACT WITH STRATFORD UPDATE (TURNER)**

Ty Tregellas: The contract is down to a small laundry list of items. This should be complete tomorrow.

14. REPORT ON BONDSURE PROGRAM (CREC)

Alan Llewelyn: Alan asked if there was any objection to tabling the BondSure presentation until the next meeting. With no objections, the item was tabled.

15. 45 NORTH PARADE OR A KING STREET ADDRESSES? (POSSIBLY ANY ODD NUMBER RANGING FROM 249 THROUGH 311, OR ANY EVEN NUMBER RANGING FROM 220 THROUGH 35X?)

John Casey: The location of the front door of the building will normally determine the address of the school.

16. ADJOURNMENT (APPROXIMATELY 7:00 PM)

Alan Llewelyn: Requests a motion to adjourn

Bob Chaloux: Motioned to adjourn

Len Petrucelli: Seconded, all were in favor

Adjournment: The meeting was adjourned at 6:51 pm by Chairperson Alan Llewelyn.

Minutes submitted by:
Edwin Martinez
Project Engineer
CREC Construction Services

AGENDA

STRATFORD HIGH SCHOOL BUILDING SUB-COMMITTEE MEETING May 18, 2015

(All Items are Subject to Tabling at the Discretion of the Committee Chair Due to 7:00 pm end time)

1. Call to Order (Approximately 5:30 pm)
2. Approval of Agenda
3. Approval of April 20, 2015 Meeting Minutes
4. Invoices and Bills
 - Fee Proposal for Phase 1 Environmental Site Assessment due to Land Acquisition, 25 North Parade (Antinozzi Amendment #6)
 - Antinozzi's Contract Amendment (Antinozzi Amendment #7)
 - Others?
5. Update on what BNC Plans for Original S.H.S. Building (BNC/BSC member)
6. Website Development Update
7. Summary of Design Meetings held on April 23, April 30, May 7, and May 14 (April 23 cancelled due to lack of need, MEP Consultant Walk-Through instead) (April 30 cancelled due to lack of need, May 1 programmatic meeting with Band/Choral/Theater Administrators instead.)
8. STV FEMA Re-mapping Update (Antinozzi and/or STV)
9. Introduction of New Team Members, Innovative Engineering Services, LLC (Antinozzi)
10. Ed. Specs Approval by BOE, Special Legislation Status Update, Start of Construction Extension Request(s) (CREC)
11. Presentation on Next Steps: Establish Commissioning Agent Proposal Review Panel, Set Interviews Date; Establish Hazardous Materials Consultant Review Panel, Schedule Interviews Date; Geotechnical Engineering Consultant; Technology Consultant; Security Consultant (CREC & Antinozzi)

12. Presentation on Next Steps: Design Schedule; Sub-Committee Deliverables; Design Decisions (Antinozzi)
13. CM Contract with Stratford Update (Turner)
14. 45 North Parade or a King Street address? (possibly any odd number ranging from 249 through 311, or any even number ranging from 220 through 35X?).
15. Report on BondSure Program (CREC)
16. Adjournment (Approximately 7:00 pm)