

Stratford High School Building Sub-Committee

Meeting Minutes

June 15, 2015

❖ **CALL TO ORDER**

The regular meeting of the Stratford High School Building Sub-Committee was called to order at 5:37 pm, on June 15, 2015, in Stratford Town Hall, by Alan Llewelyn, Building Sub-Committee Chair

❖ **PRESIDING**

Alan Llewelyn, Building Sub-Committee Chair

❖ **BUILDING SUB-COMMITTEE MEMBERS PRESENT**

Mr. Bob Chaloux, Mr. Ken Poisson, Mr. Jason Santi, Mr. Dan Senft, Ms. Stephanie Philips

❖ **BUILDING SUB-COMMITTEE MEMBERS ABSENT**

Mr. Eric Lazaro, Mr. Joseph Corso, Mr. Len Petrucelli, Mr. Clarence Zachery

❖ **OTHERS IN ATTENDANCE**

Chair BOE Andrea Veilleux, Town Engineer John Casey, Turner Project Executive Ty Tregellas, Antinozzi President Paul Antinozzi, Antinozzi Vice President George Perham, Antinozzi Project Manager Bill Mead, CREC Project Manager Richard Snedeker, CREC Project Controls Manager Brian Greenleaf, CREC Project Engineer Edwin Martinez, CREC Security Consultant Chris Nolan

❖ **OPENING REMARKS**

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

2. **APPROVAL OF AGENDA**

Agenda: A copy was sent to Stratford's Council Clerk to be uploaded onto the Town website on 6/12/15 and is attached at the end of this report.

Alan Llewelyn: Requested a motion to approve the agenda

Bob Chaloux: Motioned to accept agenda

Dan Senft: Seconded, all were in favor.

3. **APPROVAL OF MAY 18, 2015 MEETING MINUTES**

Minutes: An electronic copy was distributed to the Sub-Committee members via email on 6/18/15 and will be posted to the Town website after they are approved.

Alan Llewelyn: Requested a motion to approve the minutes

Ken Poisson: Motioned to approve the minutes

Bob Chaloux: Seconded, all were in favor

4. **INVOICES AND BILLS**

ANTINOZZI INVOICE 5

CREC handed invoice 5 to Antinozzi for revisions.

ANTINOZZI AMENDMENT 7

CREC handed amendment 7 to Antinozzi for revisions.

5. **SUMMARY OF DESIGN MEETINGS HELD ON MAY 28, JUNE 4, AND MAY 20
PROGRAMMATIC MEETING WITH ATHLETIC/PHYSICAL EDUCATION
DEPARTMENT (ANTINOZZI)**

Paul Antinozzi explains the West building then goes on to explain the East building which has proven to be the more difficult of the two. The overall square footage of the building is being analyzed. The architects are working diligently to overcome this issue.

Paul Antinozzi: West Building
The west building schematic design is nearly complete.
There is one elevator and four stair towers.
The main entrance is visible and not hidden behind obstacles.
Administration is on the right when entering the building.
The nurse's suite, cafeteria, special education, and business classrooms are located on the first floor.

Ken Poisson: Is the West building's position on the drawings going to be final?

Paul Antinozzi: Yes, that was decided a few meetings ago for a number of reasons.

West Building
Most of the academic programs will be located on the second floor. The center of the second floor is where all of the services would be located along with any restrooms. All of the classrooms will have windows. The library would also be located on the second floor which would extend into the East Building via a bridge connector. Math and Science will be located on the third floor.

Stephanie Philips: Will the classrooms have windows into the corridors?

Paul Antinozzi: The classrooms along the exterior wall will have windows. The classrooms on the interior will not have windows.

Ken Poisson: Having windows on classrooms on the interior of the building would be too distracting. The students learning would be distracted by the students walking in the halls.

West Building

The science and math classrooms will be located on the third floor along with two special education classrooms.

Stephanie Phillips: Are the labs located on the third floor?

Paul Antinozzi: Yes, but the furniture is not shown on these drawings.

East Building

The first floor is approximately half renovation and half new construction. Some challenges to building this school include but are not limited to construction activities during school, staying within budget, lack of land and sticking with the original schedule.

The current layout of the building is to keep the existing gymnasium in its present location and to slide the court to the right enabling more bleacher capacity. A new auxiliary gym would have a fitness room and a weight room adjacent to it. The health classrooms and other activity rooms would be located in this area also. The gymnasium would be surrounded with locker rooms and related athletic rooms/offices so all programs are functionally in the correct area.

Ken Poisson: Which classrooms are near the gymnasium?

Paul Antinozzi: Some of the rooms are a team room, athletic storage room, girl's locker room, and an athletic director's office.

Ken Poisson: Where is the athletic director's office?

Bill Mead: It is near the auto shop.

- Ken Poisson:** Is the existing gym going to get bigger?
- Paul Antinozzi:** No. We are adding more seats.
- Richard Snedeker:** By shifting the court we gain a bank of bleachers.
- Stephanie Philips:** Will there be more usable floor space in the gym?
- Paul Antinozzi:** The existing basketball court is at a college length. It will be updated to the current high school standard.
- Jason Santi:** Will it be gutted?
- Paul Antinozzi:** Anything that is in the existing building will be replaced. All new materials, HVAC, and electrical will be installed along with everything else.
- Alan Llewelyn:** For orientation purposes, can you call-out where the road ways are on the drawings.
- Paul Antinozzi:** Paul explains where all the road ways are on the drawings.
- Ken Poisson:** Is the field house included in this iteration you're presenting?
- Paul Antinozzi:** There were many issues that were involved with that iteration containing the large space. One main issue was that there was difficulty meeting the minimum egress requirements.
- Ken Poisson:** How many seats are we going to gain?
- Paul Antinozzi:** The goal is to get 1200 seats but we are not going to reach that.
- Bill Mead:** The existing gym holds about 800 seats but when we update it to comply with ADA requirements you will lose 200 seats. We don't

have the final numbers but the new gym would hold between 1000 and 1200 seats.

Ken Poisson:

Where is the entrance for a home basketball game?

Paul Antinozzi:

The entrance will be in the center of the parking lot which will be visible from the street. This entrance can be known as the civic entrance. The public will enter into a centralized lobby that is two stories high and about 30 feet wide.

Alan Llewelyn:

Are we able to completely isolate the public audience from the rest of the school during public events?

Paul Antinozzi:

Yes. The public should have no need to go into the other parts of the school during public events.

Stephanie Phillips:

Is there any room possible to make the gym bigger?

Paul Antinozzi:

For purposes of constructability and phasing we are trying to keep this building simple in terms of construction because most of this work would have to be done in the summer. If we move existing exterior walls then it makes construction more difficult and time consuming increasing the number of days it takes to complete the project.

We are already over the maximum allowable square footage so if we increase the size of the gym we have to decrease other spaces throughout the building.

Andrea Veilleux:

Why are we over the square footage? What is the rationale behind this?

Paul Antinozzi:

The project was budgeted around the enrollment projection.

Brian Greenleaf:

The challenge here is not reimbursement from the state. The challenge is fitting it within the 103 million dollars.

- Stephanie Philips:** Could you show us alternatives of what the outcome would be if we went over the maximum allowable square footage to gain a larger gymnasium?
- Paul Antinozzi:** This iteration is significantly different than the first that was presented for cost and constructability reasons. We are trying to design a building that not only conforms to the budget but also stays within the schedule.
- Stephanie Philips:** Could you provide us with a matrix that would spell out what the cost would be for each concept?
- Alan Llewelyn:** Could you take a Thursday design meeting and show us what the outcome would be if we relocated a wall in the gym, added another phase in construction and added in the extra square footage needed to fit the entire program?
- Paul Antinozzi:** Yes. We would be happy to present a few more options.
- East Building
All of the main activities will be held in the east building so the students and parents don't have to wander through the entire school to attend an event.
- Alan Llewelyn:** The public doesn't need to leave the east building during public event nights.
- Ken Poisson:** Is the auxiliary gym being remodeled?
- Paul Antinozzi:** Yes. New materials will be installed.
- Ken Poisson:** Is the auxiliary gym larger than the existing one?
- Bill Mead:** The auxiliary gym is a shade under 5100 sf so that a larger turf field that Joe wanted could be accomplished.

Paul Antinozzi: Would it be possible to have another meeting next week to discuss the other options?

BSC: A separate informal meeting can be scheduled to see the alternative iterations and their effects on the project.

Alan Llewelyn: We want to see these iterations for transparency so that if anyone asks why we chose a particular option we have answers as to why we chose one option over another.

Ken Poisson: Would it be valuable to purchase the house on the North side of the school?

Paul Antinozzi: There is a grade differential there and the properties are pie shaped which doesn't help us much.

Bill Mead: North Essex has a rear section that would be advantageous because it is rectangular.

6. **PROJECT BUDGET ADJUSTMENTS PROCESS (TURNER/CREC)**

Brian Greenleaf: Brian runs through the master budget spread sheet and explains what was submitted in March 2015 on the ED049R budget. Brian explains how budget adjustments are made and how they can either increase or decrease the owner's contingency.

Paul Antinozzi: What happens if we submit the plans and we are 5 million dollars over?

Brian Greenleaf: We can appropriate 5 million dollars out of the owner's contingency to that extra cost that is not in the 82 million dollar line item. The problem with that is that you're running more at risk as you go forward.

Stephanie Philips: Can we go back to the State?

Brian Greenleaf: We can potentially go back to the state. More information will be available next month on exactly what was passed and where we stand.

7. **SPECIAL LEGISLATION UPDATE, START OF CONSTRUCTION EXTENSION REQUEST(S) (CREC)**

Brian Greenleaf: We have been assured by representative Hoydick that the money is in the special legislation. The school construction bill has not been passed yet and we won't hear much more about it until then.

Renovation status: releases the town from some incurred costs. It makes them eligible for reimbursement.

Space Waiver: Anything over the maximum allowable square footage is going to be a hit for the town. We did account for the hit in the budget previously but if this waiver passes there will be no hit for an overage in the maximum allowable square footage.

Ken Poisson: How much of a benefit will we receive if the space waiver passes?

Brian Greenleaf: I don't have a solid number but it could be as much as 5 million dollars.

Stephanie Philips: How close are we for an approval on the Special Legislation?

Brian Greenleaf: We are anticipating June 29th.

Stephanie Philips: Is it possible to increase the 103 million dollar grant before June 29th?

Brian Greenleaf: The challenge there is that we have already submitted a formal document to the State (ED049R) along with special legislation that

states 103 million dollars. The special legislation and ED049R have to match.

Brian recommends holding off until the hard bids are received because typically you only get one bite at the apple.

Ken Poisson: With the experience that you have has this happened before?

Brian Greenleaf: This happens with special circumstances.

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

Alan Llewelyn: The issuance of the alternate designs are going to be the next step. The committee will meet with Antinozzi to provide feedback and to decide which design to proceed with.

9. **PRESENTATION ON CREC SECURITY DESIGN SERVICES (CHRIS NOLAN, CREC)**

Chris Nolan: Chris has 23 years of experience with the state police department. His last task was Homeland security where he did infrastructure and security assessments.

Chris explains that most people think that the most important security feature is cameras but that is not the case.

Chris's method is to start security at the classrooms and work to the exterior of the building. He also emphasizes that there are many weak points in a typical security system. One example of a weak point is in classrooms doors. When the classroom doors are on a keyed system teachers tend to unlock the doors permanently because it is a hassle to constantly lock and unlock the doors.

At CREC, we protect exterior windows on the first floor with a product called School Guard Glass. School Guard Glass protects against intrusion. There are many other brands that offer similar products. In their own schools, CREC has doors that indicate whether they are locked or not. Small add-ons like emergency lighting in the corridors and wireless locks on doors significantly improve security.

- Bob Chaloux:** Agrees with Chris and emphasizes training the teachers and substitutes on how to use the security equipment because it's useless if the teachers don't know how to use them.
- Stephanie Philips:** Do you have people watching the cameras at all times?
- Chris Nolan:** At CREC, we hire security guards that do a combination of both. They walk around their facilities, and at other times they watch the cameras for any suspicious activity.
- Ken Poisson:** How long are you involved in the process?
- Chris Nolan:** We could be involved in the entire process.
- Brian Greenleaf:** There is a line item for a security consultant in the budget. We can proceed by adding an amendment to CREC's contract for a security consultant or we can send this out to bid.
- Dan Senft:** What is the typical cost for security cameras?
- Chris Nolan:** A decent camera can cost anywhere between \$800- \$1,000 dollars per unit installed.
- Stephanie Philips:** What is the difference between the town police department and CREC's security consultant?
- Chris Nolan:** The police departments, especially in larger cities, are extremely busy with all the other schools. One of the biggest problems with

using the city police department is that there might not be enough resources.

Ken Poisson: What is the difference between the security consultant line item in the budget compared to CREC's security consultant?

Brian Greenleaf: The budget currently has a typical fee for a security consultant. We can handle this a couple of ways. We could develop a proposal for a security consultant and add an amendment to our contract or we could send this out to bid.

Stephanie Philips: We would like to see what our police department says in regards to not having enough resources before we proceed with CREC or another security consultant.

10. WEBSITE DEVELOPMENT UPDATE (CREC)

Brian Greenleaf: A website solution would be squarespace.com. Brian started uploading some of the content discussed on the website in the last meeting.

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

Alan Llewelyn: The BNC met. There is no update on this.

Richard Snedeker: Did Paul Hoydick send a letter to the town council on what the town's intentions are, if any, for the original building.

Ken Poisson: We will send it directly to the Mayor.

12. **TOUR OF DERBY H.S. RECAP (CREC)**

This item was tabled due to lack of time.

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

Bill Mead: The revision was submitted. Tim Casey of STV hasn't received any response yet.

14. **PRESENTATION ON NEXT STEPS: COMMISSIONING AGENT SELECTION (SET INTERVIEWS DATE); ESTABLISH HAZARDOUS MATERIALS CONSULTANT REVIEW PANEL, SCHEDULE HAZ-MAT CONSULTANTS INTERVIEWS DATE; GEOTECHNICAL ENGINEERING CONSULTANT; TECHNOLOGY CONSULTANT; SECURITY CONSULTANT (CREC & ANTINOZZI)**

Richard Snedeker: There were four firms that were shortlisted because they all met the minimum qualifications. Rich has 4 hardcopies with him today. The other firms were dropped because of technical reasons.

Alan Llewelyn: Instead of having 10 people from the town evaluate 7 proposals and waste their time, CREC disqualified 3 firms who didn't meet the minimum requirements. CREC has been doing a great job of assisting the town.

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

Ty Tregellas: We received feedback Friday at the end of the day. The attorney is on vacation until June 25th. We will follow up with the attorney.

16. **UPDATE ON SHS ADDRESS CHANGE (JOHN CASEY)**

Alan Llewelyn: Requests a motion to table items 16 and 17

Stephanie Philips: Motioned to table items 16 and 17

Dan Senft: Seconded, all were in favor

17. REPORT ON BONDSURE PROGRAM (CREC)

This item was tabled in item 16 above.

18. ADJOURNMENT (APPROXIMATELY 7:00 PM)

Alan Llewelyn: Requests a motion to Adjourn

Bob Chaloux: Motioned to adjourn

Ken Poisson: 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 June 15, 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 May 18, 2015 Meeting Minutes
4. Invoices and Bills
 - Antinozzi
 - Others?
5. Summary of Design Meetings held on May 28, June 4, and May 20 programmatic meeting with Athletic/Physical Education Department. (Antinozzi)
6. Project Budget Adjustments Process (Turner/CREC)
7. Special Legislation Status Update, Start of Construction Extension Request(s) (CREC)
8. Presentation on Next Steps: Design Schedule; Sub-Committee Deliverables; Design Decisions (Antinozzi)
9. Presentation on CREC Security Design Services (Chris Nolan, CREC)
10. Website Development Update (CREC)
11. Update on what BNC Plans for Original S.H.S. Building (BNC/BSC member)
12. Tour of Derby H.S. Recap (CREC)
13. STV FEMA Re-mapping Update (Antinozzi and/or STV)

14. Presentation on Next Steps: Commissioning Agent Selection (Set Interviews Date); Establish Hazardous Materials Consultant Review Panel, Schedule Haz-Mat Consultants Interviews Date; Geotechnical Engineering Consultant; Technology Consultant; Security Consultant (CREC & Antinozzi)
15. CM Contract with Stratford Update (Turner)
16. Update on SHS Address Change (John Casey).
17. Report on BondSure Program (CREC)
18. Adjournment (Approximately 7:00 pm)