

## Stratford High School Building Sub-Committee

### Meeting Minutes

August 17, 2015

❖ **CALL TO ORDER**

The regular meeting of the Stratford High School Building Sub-Committee was called to order at 5:34 pm, on August 17, 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, Principal SHS Jack Dellapiano, Mr. Len Petrucelli, Ms. Stephanie Philips, Mr. Ken Poisson, Mr. Jason Santi

❖ **BUILDING SUB-COMMITTEE MEMBERS ABSENT**

Mr. Clarence Zachery, Mr. Eric Lazaro, Mr. Dan Senft

❖ **OTHERS IN ATTENDANCE**

Superintendent Janet Robinson, Director of Facilities Rich Ruggiero, Turner Project Executive Ty Tregellas, Antinozzi President Paul Antinozzi, Antinozzi Vice President George Perham, CREC Project Manager Richard Snedeker, CREC Project Controls Manager Brian Greenleaf

❖ **OPENING REMARKS**

Alan Llewelyn opened the meeting by thanking everyone for their hard work and the success from last week. Stratford will be moving forward with option 17 for the east building. The project will be in the design phase for the better part of the next calendar year.

2. **APPROVAL OF AGENDA**

**Alan Llewelyn:** Requested a motion to approve the agenda

**Len Petrucelli:** Motioned to accept the agenda

**Jason Santi:** Seconded, all were in favor

3. **APPROVAL OF THE JULY 13, 2015 SPECIAL MEETING MINUTES (DUE TO CORRECTIONS BEING MADE AFTER THE REGULAR MEETING ON JULY 20TH, COPIES WERE EMAILED TO EACH BSC MEMBER ON JULY 29, 2015)**

**Rich Snedeker:** There was a discussion at the July 20<sup>th</sup> meeting that prompted Rich to listen to the recording of the meeting again. There were two missed statements. Everyone on the building sub-committee was emailed those changes.

**Alan Llewelyn:** Requested a motion to approve the July 13, 2015 special meeting minutes

**Bob Chaloux:** Motioned to approve the July 13, 2015 special meeting minutes

**Jason Santi:** Seconded, all were in favor

4. **APPROVAL OF JULY 20, 2015 REGULAR MEETING MINUTES**

**Alan Llewelyn:** Requested a motion to approve the July 20, 2015 meeting minutes

**Len Petrucelli:** Motioned to approve the July 20, 2015 meeting minutes

**Jason Santi:** Seconded, all were in favor

5. **WELCOME JACK DELLAPIANO TO THE SHS BUILDING SUB-COMMITTEE TO  
REPLACE JOSEPH CORSO AFTER BNC AND TOWN COUNCIL APPROVAL**

**Alan Llewelyn:** Jack Dellapiano will replace Joe Corso.

6. **PROJECT COMMUNICATION PROTOCOLS (CREC, LLEWELYN)**

- General Discussion (Snedeker)
- Stratford Star Article Correction (Snedeker)
- Website Contact Information, Media Inquiries (Llewelyn)

**Rich Snedeker:** Rich explains to the sub-committee that CREC is their agent and that there have been a few problems with communication since the last building sub-committee meeting.

**Board of Education**

A letter was sent to the State stating that all correspondence should funnel through CREC as Stratford's representative, but only the BOE was aware of it because no notification was sent out to the concerned parties.

**Janet Robinson:** Assured that she will have the letter distributed to the concerned parties.

**Town Engineer**

The architects (Antinozzi) received a direct request from the Town Engineer for several modular classroom units to be placed on the current High School site. Rich proposes that we should not allow the Town Engineer to make direct requests of the Architect.

**Discussion:**

**Stephanie Philips:** Stephanie is in agreement that this is a big issue and it needs to be addressed.

**Stephanie Philips:** Stephanie knows that the Town Engineer didn't pursue this action himself and was directed to do so by others. The decision originated from the Mayor's office.

**Rich Snedeker:** Rich asks the committee if anyone is in disagreement with him contacting the Town Engineer and informing him that all

correspondence should start through CREC as your owner's representative.

**Stephanie Philips:** Stephanie reiterates that the Town Engineer was given orders to ask the architect about the modular units. She agrees that the Mayor's office needs to see that letter that was sent to the State stating that all correspondence should funnel through CREC first.

**Rich Snedeker:** Rich will draft a letter and will send it to the committee for review.

#### **Building Subcommittee Member**

There were some emails back and forth with respect to having funds to support the athletic field. The emails were misinterpreted and during the Town Council meeting it was made public that there are no funds available for the field. That information is incorrect, there are funds for an athletic field. Rich reminds the committee that CREC is on their side and that questions of that nature should be asked in private and not during a public forum.

**Stephanie Philips:** Stephanie states that Andrea Veilleux posed that question and that Rich answered in return that the funding wasn't available. Stephanie asked if the turf field was included in the budget to allow everyone in the Town Council meeting to be on the same page.

**Rich Snedeker:** Clarified that he responded to specific questions from Andrea, and that was not one of the questions that she asked. He further clarified that he didn't say what was stated in the Town Council meeting and offered copies of the emails if anyone cared to verify his statements. To be clear, we have budgeted funding for half of a regulation sized football field.

#### **Plans for a Full Sized Football Field**

**Rich Snedeker:** There have been several questions from the subcommittee members about their memory of seeing a full sized football field on one of the drawings at some time in the past, so Rich did some research to find where this full sized field came from. The field was portrayed by Turner Construction during the interview process before we found out about the FEMA flood zone, wetlands and other obstacles. This scheme with a full-size football field did not originate from Antinozzi Associates.

**Stephanie Philips:** Stephanie wants to be clear that there is an effort to be able to fit a softball field on the site.

**Stephanie Philips:** Stephanie would like the topic of land acquisition to be placed on the BSC meeting agenda to keep it active.

**Ken Poisson:** The land acquisition budget has been in the minutes previously and if we continue to publicize this number the price of the property we are trying to procure for a larger field will likely increase.

**Brian Greenleaf:** The State will only pay for the higher of the two appraisals. If the appraisal comes in at \$300,000 and the Town spends \$450,000 on the same land then the state is not going to reimburse the extra \$150,000.

**Stephanie Philips:** Stephanie is concerned that the new members coming to the committee in December won't have the history that the building sub-committee members have now and is worried the project will be steered into a different direction.

**Ken Poisson:** Ken identifies all members who are staying and it is the majority. He feels confident that the process will remain transparent even when new members join the committee.

**Stephanie Philips:** Stephanie suggests that we keep documenting everything like we have to remain transparent.

**Alan Llewelyn:** Alan suggests to change item 16 to look like this, "Update on SHS Address Change/Site Logistics (John Casey)". Alan states that between Rich, John Casey and the Town attorney any real estate business can be tracked.

#### **Stratford Star Article**

**Rich Snedeker:** After the Town Council meeting the Stratford Star Article was published. There were some quotations in there that made Rich look like he said some things worse than he had and there were some quotations that made Rich look like he had said some things better than he had. And, some of it was completely wrong, "60% percent is your minimum reimbursement rate". A copy is attached to your agenda packet. The 60% reimbursement rate is

the maximum allowed by the State for Stratford. It is based off of enrollment projection and square footage allowed by the State (235,000 sf).

Rich tried to explain the Town's worst case scenario as far as the Town's portion of the project. The town's portion was portrayed as 41.75% and the state picks up 58.2%.

Brian put together a conservative number for this and if things go our way on a few of these things the Town will be paying less money for the project.

#### **Website Contact Information, Media Inquiries**

**Alan Llewelyn:** Turner will provide monthly reports prior or during construction. Those reports will be the primary source of information for the public as well. They can be accessed via the project website.

Website: [www.Stratfordhighproject.com](http://www.Stratfordhighproject.com)

**Alan Llewelyn:** Are we at a point where we can let the public know about the website.

**Brian Greenleaf:** Yes, there are still some older meeting minutes being uploaded but it is ready for the public.

#### **7. COMMISSIONING AGENT RECOMMENDATION TO THE BNC, FOR RECOMMENDATION TO THE TOWN COUNCIL**

- Interviews Recap
- Final Selection Recommendation

#### **Competing Companies**

Sustainable Engineering Solutions  
The Stone House Group  
Horizon Engineering Associates

#### **Interview Panel**

George Perham – Antinozzi  
Ty Tregellas - Turner  
Rich Ruggiero – BOE Director of Facilities  
Erik Bartone – DBS

Rick Camara – IES  
Clarence Zachery - BOE COO, BSC  
Jack Dellapiano – Stratford High School Principal, BSC  
Eric Lazaro - BSC  
Bob Chaloux – BOE, BSC  
Jason Santi – Town Council, BSC

**Facilitators** (non-voting)

Rich Snedeker – CREC  
Edwin Martinez - CREC

All three companies would've done a great job commissioning the High School but the interview panel decided to eliminate Horizon Engineering with three justifiable reasons that differentiated them from the other two firms. Once all scores were received from the interview panel (all accept one person voted) CREC completed the rankings combining 40% for the Qualifications Proposal, 40% for the Interview, and 20% for their Fee.

**A Few Questions Asked...**

	<b>The Stone House Group</b>
<b>Question</b>	Do you check water towers for functionality and mechanics?
<b>Answer</b>	Yes. We are hands on.
<b>Question</b>	Is commissioning part of your firm or do you subcontract that work out?
<b>Answer</b>	Yes, commission is part of our services that we do in house.
	<b>Sustainable Engineering Solutions</b>
<b>Question</b>	Do you perform pre-functional testing?
<b>Answer</b>	Yes.
<b>Question</b>	Do you have thermal imaging in house?
<b>Answer</b>	Yes, but it is not in our contract to do that work in house. We will verify the work done.
<b>Question</b>	How involved are you in the building envelope process in the schematic design and design development phases?
<b>Answer</b>	Typically, you would see us at the end of any phase.

**Horizon Engineering Associates**

**Question** How do you manage the CxA log and the design review log? Do you use excel or another software?

**Answer** We typically use excel. We can use another software if required.

**Question** How do you manage testing utility costs in regards to the CM paying for those costs rather than the owner?

**Answer** We can include this in the commissioning specification.

**Alan Llewelyn:** Requests a motion with a favorable recommendation to the building needs committee for Sustainable Engineering Solutions to be the commissioning agent for the Stratford High School project.

**Discussion:**

**Jason Santi:** What is SES's total fee?

**Rich Snedeker:** The fee is \$145,000.

**Jason Santi:** Jason would like to add to his motion a not to exceed number of \$145,000.

**Jason Santi:** Motions for a favorable recommendation to the building needs committee for Sustainable Engineering Solutions to be Stratford High School's commissioning agent with a not to exceed total fee of \$145,000.

**Bob Chaloux:** Seconds, all were in favor.

**8. SCHEDULE A PUBLIC PRESENTATION FOR OPTION 17 (SANTI)**

**Discussion:**

**Jason Santi:** Jason wants to present to the public option 17 and to provide a question and answer session for them if possible.

**Paul Antinozzi:** Paul thinks he will be in a better position to present option 17 once schematic design is near completion.

**Jason Santi:** Jason would like to present option 17 within the next 30-45 days so that the public can give the design team some ideas that Antinozzi might not have thought of.

**Paul Antinozzi:** Paul states that time frame seems reasonable and that he is willing to entertain public commentary. He also states that it would still be early enough in design so that if a brilliant idea does come to fruition it can still be incorporated into the design.

**Stephanie Philips:** Stephanie suggests that we set a date that the public can meet for a commentary period sometime in September.

**Discussion:** There is a discussion on which dates seem best and which dates to avoid. A schedule of all open houses will be obtained to avoid having a commentary session on those days. This discussion will be continued at the next BSC meeting.

9. **NEXT STEPS: DESIGN DECISIONS, DESIGN SCHEDULE, & SUB-COMMITTEE DELIVERABLES (ANTINOZZI)**

- Schematic Drawings Completion Date
- Hiring of an Independent Cost Estimator (Santi)

**Paul Antinozzi:** Paul states that they are working on schematic design for both the East and West buildings. A key step is to meet with the BOE which will occur tomorrow to go over the plan and develop the next step.

**Deliverable**

Antinozzi will meet with their engineers. Turner will complete a cost estimate at the end of schematic design. The estimate will include information of all the design consultants.

**Alan Llewelyn:** Alan wants the design team to break down the design activities into smaller milestones. One example he pointed out was a date when schematic design is 50 % complete.

Alan asks Antinozzi if they see any problem in being able to meet the September target for Schematic Design.

**Paul Antinozzi:** Antinozzi will have something to deliver then but it may not be 100% complete.

**Alan Llewelyn:** Alan has been through a preconstruction phase before and he understands that somethings will lag but that's part of the process.

**Ken Poisson:** How confident are you that you can save the main entrance of the 1925 building?

**Ty Tregellas:** Ty is very confident.

**Paul Antinozzi:** Paul wants to create a list of anything that would seem historical or valuable that is associated with the 1925 building. Some items would be plaques, special trees, or mementos.

### **Independent Cost Estimator**

**Jason Santi:** Jason would like CREC to look into getting an independent cost estimator. Jason would like some background information as to what their typical scope of work is.

**Ty Tregellas:** It is common and helpful in many ways.

**Ken Poisson:** Ken would like to know what the cost would be to hire an independent cost estimator.

**Ty Tregellas:** An estimate for schematic design and design development would cost approximately \$60 - \$70,000.

**Stephanie Philips:** What would the benefits be?

**Alan Llewelyn:** As Turner develops their estimate CREC, and Antinozzi can gauge where they are compared to where Antinozzi's estimating consultant is. It would assist with cost savings in the long run. How does CREC handle independent cost estimators?

**Brian Greenleaf:** Typically we hold the independent cost estimator under the Architects contract. We also have the CM develop a reconciliation budget.

**Paul Antinozzi:** Paul will double check that they have the cost estimator in their contract.

**Brian Greenleaf:** We have a Professional Estimator budget line item that is \$140,000.

**Len Petrucelli:** What happens when Turner's estimate is different than Antinozzi's cost estimator's estimate?

- Ty Tregellas:** The structure of the estimates has to be similar to be able to compare line items easily. Many times, estimators will include different items within different packages which makes some line items appear larger. In schematic design there is a lot more guess work involved and there may be larger differences. That is when we need to figure out what the thought process was behind the estimate and make sure that both parties are on the same page.
- Paul Antinozzi:** Antinozzi always hires an independent cost estimator so that there can be a different set of eyes on the project that is not fixated on the same problems as the architect.
- Stephanie Philips:** Does the estimator typically recommend design ideas?
- Paul Antinozzi:** It doesn't matter where the great design ideas come from but it does create dialog that generates great ideas. It seems like a lot of money but it serves the purpose of assuring the town that we are under or over budget.
- Stephanie Philips:** Is this typically for cost savings?
- Ty Tregellas:** Yes. If we see that we are over budget we can develop a path that can then put us back within budget.
- Brian Greenleaf:** Brian will inform the BSC if the independent cost estimator is in the Architect's contract or not.
- Jason Santi:** If the independent cost estimator is not in Antinozzi's contract can we make sure that it gets on Mondays building needs committee agenda to get this approved?
- Alan Llewelyn:** Yes, definitely.
- Paul Antinozzi:** We are currently working on an amendment 7 to our contract and we can possibly put this under that amendment if we don't already have it in our contract.

## 10. INVOICES AND BILLS

No invoices or bills.

**11. ENERGY AND ENVIRONMENTAL**

- STV FEMA Re-mapping Update (Antinozzi and/or STV)
- Geotech Boring Status (Antinozzi)

**George Perham:** STV said we would hear some information by the end of August.

**Paul Antinozzi:** Bill mead has been actively talking to the geotech firm. They have been onsite and sampled borings already.

**12. HAZARDOUS MATERIALS CONSULTANT SELECTION**

- Establish Hazardous Materials Consultant Sub-Sub-Committee/Chair
- Schedule Haz-Mat RFQ/P Release Date
- Determine RFP Response Date
- Determine Sub-Sub Committee Response Review Deadline
- Schedule Haz-Mat Consultants Interviews Date

**Rich Snedeker:** Rich will send out the Hazmat RFP to Turner and Antinozzi for comments, and to the Attorney for legal review.

**Alan Llewelyn:** Are there any volunteers to be on the Hazardous materials sub-sub-committee?

**Jason Santi:** Jason volunteers to be on the committee.

**Ty Tregellas:** Ty volunteers to be on the committee.

**BSC:** The BSC recommends Rich Ruggiero (who was in attendance and agreed), John Casey (or his designee), and Christina Senft-Batoh the Town's Environmental Conservation Administrator to be on the sub-subcommittee.

**Alan Llewelyn:** Requests a motion for a recommendation to the BNC to approve the five people listed to form a Hazmat Consultant sub-sub-committee review panel

**Jason Santi:** Motions to accept the five people listed above as the Hazardous Materials Consultant sub-sub-committee

**Len Petrucelli:** Seconds, all were in favor

**13. BUILDING SUB-COMMITTEE UPDATE ON SECURITY SERVICES (S. PHILIPS)  
(TABLED PREVIOUSLY)**

**Stephanie Philips:** The police department is very interested in working on this. They were asking more questions than Stephanie was prepared to answer. Stephanie would like to know what is the best procedure to go about answering their questions?

**Alan Llewelyn:** Given where we are in design do you think we should delay this involvement for 45 days until a packet is put together.

**Paul Antinozzi:** Getting someone involved earlier might help. With today's concern about security more and more owners are hiring security consultants.

**Ty Tregellas:** Since Sandy Hook many schools have their own protocols concerning security. Ty hopes a lot of this has been documented.

**Stephanie Philips:** Stephanie will notify the chief that someone from the design team will contact them to have a discussion. If after the meeting both parties agree that a security consultant should be hired then it will be recommended to the BSC.

**Janet Robinson:** There are certain schools where we can't upgrade security to the levels we would like. For example two of our schools need structural upgrades in order to obtain a mantrap at the entrance of the school. The lieutenant of the police department has been helping Stratford review security plans.

**Paul Antinozzi:** Paul believes that's a great place to start the process.

**Stephanie Philips:** Stephanie will notify the chief of police that Antinozzi will contact them about a security and traffic review.

**14. TECHNOLOGY CONSULTANT (ANTINOZZI & CREC)**

**Janet Robinson:** Typically our technology expert works hand in hand with the technology consultant hired for the project.

- Paul Antinozzi:** Antinozzi does not have the personal to cover the scope that a technology consultant would. Antinozzi can provide the “backbone” to the system but the technology consultant specifies which types of hardware and technology are going to be used throughout the building.
- Ken Poisson:** Ed Malloy is over worked.
- Alan Llewelyn:** Suggests that we hold off until after schematic design is finished.
- Paul Antinozzi:** Paul does not expect an in house person to pursue this by himself.
- Stephanie Philips:** Suggests that Antinozzi sit with Ed Malloy to discuss a concept of what the Town is expecting in terms of technology.
- Brian Greenleaf:** CREC may be able to assist with technology because they have an IT department that manages all of their schools.

15. CM CONTRACT WITH STRATFORD UPDATE (TURNER)

- Ty Tregellas:** The contract has been back and forth with CREC’s attorney. It has been reviewed by the town’s officials. It’s down to a small list of items.

16. UPDATE ON SHS ADDRESS CHANGE (JOHN CASEY)

- Alan Llewelyn:** This item has been tabled.

17. TOUR OF DERBY H.S. RECAP (CREC)

- Alan Llewelyn:** This item has been tabled.

18. REPORT ON BONDSURE PROGRAM (CREC)

- Richard Snedeker:** The contractors can only qualify for the BondSure program if they take a course prior to the bid. If this doesn’t occur then no assistance can be granted to the contractors.

- Stephanie Philips:** The BondSure program is being revamped as we speak. We should table this.
- Brian Greenleaf:** As of October 1 the municipalities in the state are going to be required to follow the Commission on Human Rights and Opportunities (CHRO) in order to comply with the requirements for contracts. That is going to mean that we need to get 25% small business enterprises involved and of that 25%, 6.25% will have to be minority business enterprises registered with the state. This was legislation passed in the last session.
- Alan Llewelyn:** Do you see any challenges in complying with CHRO?
- Ty Tregellas:** The bigger the work package is the harder it is to meet CHRO requirements.
- Stephanie Philips:** BondSure will assist sub-subcontractors in getting the bonds they need to gain a job. How have you done this in the past?
- Brian Greenleaf:** CREC has been subject to CHRO requirements in past projects and will work with Turner to strategize on some of these requirements. We are all familiar with these requirements.
- Alan Llewelyn:** This item has been tabled.

19. **ADJOURNMENT (APPROXIMATELY 7:00 PM)**

- Alan Llewelyn:** Requests a motion to adjourn
- Jason Santi:** Motioned to adjourn
- Bob Chaloux:** Seconded, all were in favor
- Adjournment:** The meeting was adjourned at 6:55 pm by Chairperson Alan Llewelyn.

**Minutes submitted by:**  
Edwin Martinez  
Project Engineer  
CREC Construction Services

# AGENDA

## STRATFORD HIGH SCHOOL BUILDING SUB-COMMITTEE MEETING August 17, 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 (5:30 pm)
2. Approval of Agenda
3. Approval of the July 13, 2015 Special Meeting Minutes (due to corrections being made after the Regular Meeting on July 20<sup>th</sup> copies were emailed to each BSC member on July 29, 2015).
4. Approval of July 20, 2015 Regular Meeting Minutes
5. Welcome Jack Dellapiano to the SHS Building Sub-Committee to Replace Joseph Corso After BNC and Town Council Approval.
6. Project Communication Protocols (CREC, Llewelyn)
  - General Discussion (Snedeker)
  - Stratford Star Article Correction (Snedeker)
  - Website Contact Information, Media Inquiries (Llewelyn)
7. Commissioning Agent Recommendation to the BNC, for recommendation to the Town Council.
  - Interviews Recap
  - Final Selection Recommendation
8. Schedule a Public Presentation for Option 17? (Santi)
9. Next Steps: Design Decisions, Design Schedule, & Sub-Committee Deliverables (Antinozzi)
  - Schematic Drawings Completion Date
  - Hiring of an Independent Cost Estimator (Santi)
10. Invoices and Bills
  - Others
11. Energy and Environmental Protection

- STV FEMA Re-mapping Update (Antinozzi and/or STV)
- Geotech Borings Status (Antinozzi)

12. Hazardous Materials Consultant Selection

- Establish Hazardous Materials Consultant Sub-Sub-Committee/Chair
- Schedule Haz-Mat RFQ/P Release Date
- Determine RFP Response Date
- Determine Sub-Sub-Committee Response Review Deadline
- Schedule Haz-Mat Consultants Interviews Date

13. Building Sub-Committee update on Security Services (S. Philips) (Tabled Previously)

14. Technology Consultant (CREC & Antinozzi)

15. CM Contract with Stratford Update (Turner)

16. Update on SHS Address Change/Site Acquisition (John Casey)

17. Tour of Derby H.S. Recap (CREC) (Tabled Previously)

18. Report on BondSure Program (CREC) (Tabled Previously)

19. Adjournment (Approximately 7:00 pm)

Attachments: 8/27 Email to Alan with Draft Letter from Paul Hoydick to Mayor  
8/12/2015 Email from Paul Hoydick, BNC Chair  
Agenda Item to be Forwarded to BNC on 8/18/2015  
Commissioning Agent Scoring Final Tabulation  
8/14/2015 Email Sent to the Editor of the Stratford Star