

Stratford High School Building Renovations Subcommittee

Regular Meeting Minutes

June 20, 2016

1. Call to Order

The Regular meeting of the Stratford High School Building Renovations Subcommittee was called to order at 5:30 p.m. on June 20, 2016 by Acting Chairman Len Petruccelli (Chairman of the BNC, Vice Chairman of the BOE). Meeting started without quorum, so items 2 and 3 were postponed until we had quorum.

❖ Presiding

Len Petruccelli, Acting Chairman

❖ Building Subcommittee Members Present

- Bob Chaloux
- Susan Lance, BOE
- Len Petruccelli, VCM. BOE/CM, BNC
- Stephanie Philips, Zoning
- Jason Santi
- Dan Senft (Via Phone)

❖ Building Subcommittee Members Absent

- Jack Dellapiano, Principal S.H.S.
- Eric Lazaro, BOE
- Alan Llewelyn, CM. BSC/TC/BNC/PWC
- Ken Poisson, Teacher, SHS
- Clarence Zachery BOE COO

❖ Others in Attendance

- John Casey, Town Engineer
- J. Vincent Chase, T.C.
- Ty Tregellas, Turner
- George Perham, Antinozzi Assoc.
- Lisa Yates Antinozzi Assoc.
- Lenell Kittlitz, CREC
- Rich Snedeker, CREC
- Brian Greenleaf, CREC
- Elizabeth Craun, CREC

Due to a lack of quorum, agenda items 2 and 3 were skipped-over until quorum is achieved

4. Town Council Update (Snedeker)

- i. Approval of E2 Engineers as ISER
- ii. Approval of CREC Contract Amendment

- ❖ Acting Chair, Len Petruccelli requested a motion to take the items of the agenda out of order (due to lack of quorum)
 - Susan Lance motioned to approve taking the items of the agenda out of order
 - Bob Chaloux seconded the motion
 - All were in favor and the motion carried to take the items of the agenda out of order

- 6. Review of Current Building Plans, Schedule, and Budget – George Perham from Antinozzi**
 - a. Completion of Programming Meetings with BOE, Review DD Plans (Perham/Yates)
 - Done and signed off from every department in the school, done and locked in from the square footage point of view, going into Construction Documents.
 - Elevations Presentation Facing Main Street: Side Entrance, Reflection Hall, Auditorium, Music and Learning, Philosophy is to match the existing brick. Showing library and bridge that crosses King Street, showing administration and mantrap (new), cafeteria, and HVAC/boiler and custodial area, science and math area, as well as other academic/curriculums. Black brick, red brick/headers, and some same brick/limestone will match and blend with existing colors.
 - Also going to reuse the inside ceiling (wood cornice, popped up ceiling)
 - This will all be Phase 1 with no disruption to Operations; Phase 2 starts the west side on the 2nd floor, the media center, and the bridge as well as the main commons/civic building; the connection of the buildings will be in the beginning of the Phase 2. Phase 3 will be the most complicated.
 - What will the status be in September 2017? Approximately ½ way through the addition – so they will not be ready to use or connected – that’s right.
 - When will the new buildings be ready? Toward February/March 2018.
 - Can the buildings be closed but the entrance ways still be used if there is a game? Yes, locker rooms are available.
 - Are there controls installed for certain areas of the school so that they can’t be accessed by the public? Yes.
 - The civic lobby doesn’t allow for other access to the rest of the school.
 - Can you please clarify the exit amount for the next meeting?
 - Do you anticipate use of the locker room after hours for use of activities? Yes
 - The facility is designed to allow use of the gymnasium and auditorium without permitting access to the remainder of the school. We can make the locker rooms accessible from the exterior of the building but for code reasons we aren’t allowed to lock the access doors from the locker rooms to the school corridor. The committee requested the design team to look into a method of allowing access to the locker rooms from the exterior, without permitting access to the remainder of the school (or with alarmed access to the remainder of the school).

Having achieved quorum, the meeting moved back to the order of the agenda.

2. Approval of Agenda

- ❖ Len Petruccelli: Requested a motion to approve the agenda
- ❖ Jason Santi: motioned to approve the agenda
- ❖ Bob Chaloux: Seconded approval of the agenda
- ❖ Len Petruccelli: Requested a vote to approve the agenda, all were in favor.

3. Approval of Meeting Minutes – Motion to Table

- ❖ Len Petruccelli: Requested a motion to approve the May 16, 2016 regular meeting minutes
- ❖ Jason Santi: Motioned to table the minutes
- ❖ Susan Lance: Seconded tabling of the minutes

- ❖ Len Petruccelli: Requested a vote to table the minutes, all were in favor.

5. Invoices and Bills (CREC – See Attachments)

- a. Antinozzi Associates Invoice # 11: \$195,742.86
- SOV (Reviewed and it's their 'Normal Schedule or Values') for May 2016
 - 1st Payment to Acoustics Consultant, 1st Payment for Traffic Study – Amendment # 9
 - Amendment # 11 - 1st Payment to Auditorium Consultant (Agenda Item for July & Gym Presentation) Plus Reimbursables
 - Len Petruccelli: Requested a motion to discuss Antinozzi Invoice # 9
 - Stephanie Philips: Motioned to accept Antinozzi Invoice # 9
 - Jason Santi: Seconded approval of Antinozzi Invoice # 9

 - Len Petruccelli: Requested discussion on the motion
 - Is the auditorium consultant going to talk to us about the design and plans for the inside of the auditorium? Will he be ready for the next meeting? Yes; will be ready and will add to the agenda
 - Will we also be able to see the design of the gym? Can we invite others who are interested? Yes; please add to next agenda.
 - Len Petruccelli: Requested a vote to Antinozzi Invoice # 9, all were in favor, and the motion carried.
- b. Turner Construction Application for Payment # 3: \$93,184.00
- For work completed through June 1, 2016, including \$75,000.00 for previously approved amendment
 - Len Petruccelli: Requested a motion to approve Turner Invoice # 3
 - Jason Santi: Seconded to approve Turner Invoice # 3
 - Bob Chaloux: Moved approval of Turner Invoice # 3
 - Len Petruccelli: Requested a vote to Turner Invoice # 3, no discussion ensued, all were in favor, and the motion carried.

6. Review of Current Building Plans, Schedule, and Budget – George Perham from Antinozzi

- a. (item a. was taken out of order by approved motion earlier in the meeting because it was a non-action item and the committee hadn't achieved quorum yet)
- b. IWWC Approval 6/15, BZA 7/5, Zoning 7/26 (Or Earlier?) (CREC)
- Len: ZBA will be on July 5th at 7:00 p.m. for 45 North Parade & 245 King Street: Petition of STRATFORD BUILDING NEEDS COMMITTEE to waive section 4.2 (lot area, dimensions, yards, coverage, and height), 12.5 (parking space requirement), 12.11 (parking facilities in RS District) & 3.14 (parking area proximity to wetlands), to construct a new high school in an RS-4 District.
 - Who will be there to present? George reported that the entire team will be present
 - Stephanie stated concern for the time available in a ZBA meeting. She suggested consulting with Jay Habansky to ensure our business can be conducted in addition to the other items on the agenda that night.
 - Rich: We did get wetlands approval on 6/15/16. George: there were no stipulations, only clarifications, the committee was very thorough.
 - Budget estimate time for Office of State Traffic Authority (OSTA) is about 2 months; can't attempt that until there is zoning approval. Stephanie volunteered to speak to Zoning chair to try to arrange a special meeting to expedite this as much as possible.

- proposed to perhaps have a separate night for our own agenda item, would be helpful so that the public has a chance to voice their opinion, that there is enough time for everyone to get their questions answered.
- Stephanie suggested that we post information online, hold a meeting beforehand, email listing, provide ample notice
- Brian explained two different timelines: 8/30 meeting for Zoning Commission requires waiting for OSTA, 10/31 out to bid (pushed out a couple of weeks), PCR date pushed a couple of weeks to give Antinozzi a little bit more time, meet at a regular session for the Subcommittee, Building Needs Committee, and BOE; alternate schedule (alternate is preferred): If we could move up Zoning approval to late July or early August, the 2-month cycle starts so now we're talking about late September for the OSTA approval, we could hold the current PCR date of 9/13, that would require a special meeting date for the Subcommittee, Building Needs Committee, and the BOE – the reason we need that is because you need both the Building Needs Committee and the Board of Ed approval of the plans before you can go to the PCR date with the state. This is our preferred way because it holds us on schedule and on track.
- Stephanie noted that it is possible to do this on the same night before the Zoning administrative meeting on the 12th by special request.
- Town Council approval is not needed
- For the state PCR, you need the BNC and BOE approval. Len and Vincent agreed that special BNC and BOE meetings could occur on 9/12 beginning at 6:15 so as not to conflict with Town Council public forum which starts at 6:45. Brian explained that the drawings being approved in those special meetings are only for site/concrete/steel, so the special meetings should go very quickly. Len stated that on 9/12 6:15 will be BNC special meeting and BOE special meeting will be at 6:30.

Possible Request Assistance with OSTA from Reps. Joe Gresko, Laura Hoydick, and Ben McGorty, along with State Senators Kevin Kelly and Ed Gomes

- c. State DDR meeting set for July 27, 2016
 - Who is going to that?
 - Clarence is going, Rich, and the architect's team
 - We have everything we need for that
- d. State PCR meeting set for September 13, 2016 (CREC)
- e. Budget Update (Greenleaf)
 - Not too much to update – over the next month Turner's estimate will be reconciled with the independent estimate.
 - Governor signed bond deal on 6/30 so we will submit for payment on \$2.9M spent so far, looking for about \$1.6M payback
 - Cash flow estimate provided to Susan Collier – spent \$2.9M, estimate about \$20M next year with the start of construction
 - Over the next few months, there will be a bit more coming into the town than going out of the town
 - In response to Vincent's questions, Brian explains the budget adjustments for independent estimator and technology consultant. Those values in the original budget were zeroed out because those consultants are now part of the Antinozzi team and the budget number was moved to their contract.
 - Having a \$6-7M contingency at this point in time is good
 - Rich asked Brian if anything else needed from John Casey's office regarding the completed site acquisition? Brian thinks everything is all set but we may need to reach out to John for more info. John Casey agreed that he thinks CREC has everything that we should need.

- Stephanie Question on North Parade Property, no Essex Property – right back to the field, where are we on the property on King Street that we wanted to add to the field to enlarge the athletic field (not sure of the address)? John Casey stated that an investigation started last year, not sure where that was left off, homeowners never approached. Stephanie: do we need a motion? The field isn't big enough to be a practice field or for team athletics
 - Stephanie Philips: Made a motion to ask the BNC to get an answer
 - Susan Lance: Seconded the motion to ask the BNC to get an answer
 - Len Petrucci: Requested a vote to ask the BNC to get an answer, all were in favor
 - f. Special Meetings Required to Approve Phase 1 Set Prior to 9/13 PCR? (Depending on Result of Conversation During Agenda Item # 6 b.). Rich indicated that this item has already been addressed during other discussions this night.
 - SCG – 042 Form Sign-Off with Special Meetings (Dates: "S" = Special Meeting Date), BOE (9/12 "S"), Superintendent (9/12 "S"), SHS Building Subcommittee (9/12 "S"), Building Needs Committee (9/12 "S")
 - SCG – 042 Form Sign-Off without Special Meetings, if BSC Opted for Elongated PCR Schedule during Discussion of Agenda Item # 6 b. (Dates: "R" = Regular Scheduled Meeting Date), BOE (9/26 "R"), Superintendent (9/26 "R"), SHS Building Committee (9/19 "R")
 - Trying to get the special meeting of the Zoning Commission
 - Stephanie will talk with Dave Fuller (9/12)
 - g. Potential Special Meetings Required to Approve Recommended Bidder(s) on Phase 1 Set Prior to Award BSC/BNC 12/12 "S", Town Council Regular Meeting 12/12 "R". This is a Placeholder item for now, to be verified and updated next month. We should also begin discussion of November 2016 – February 2017 BSC Meeting Dates with BNC.
 - Rich was looking down the road to potential special meetings that may be needed. This item is primarily on the agenda o Rich remembers to look at it again over the course of the next several months.
 - If needed, could meet on 12/5, or early on 12/12 (before TC on 12/12)
 - Keep on agenda as reminder for BNC meetings in November/December
7. **Next Steps: Design Decisions, Design Schedule, & Sub-Committee Deliverables**
- i. Selection of Third Party Code Review Consultant; RFP for Third Party Code Reviewer (TPCR) Posted 4/28/16 (this included a very tight schedule) (Elizabeth Craun)
 - a. CREC Summary of Proposals – Two Highly Qualified Proposals Received by June 2nd Deadline
 - Similar in dollar amounts, about 15% difference (one was about \$51K)
 - Very good respondents
 - Vincent Chase: What is a 3rd party co-reviewer? Rich explained that it is a state requirement to go out to bid.
 - Both officials are happy with the candidates but have no preference
 - Rich confirmed with both firms that either schedule path that Brian spoke about earlier tonight can be accommodated
 - Both are CT firms – Versteeg Associates, Torrington (\$51,950) and Pierz, Wethersfield (\$58,500)
 - Len Petrucci: Requested a motion to move to refer to BNC a favorable recommendation
 - Jason Santi: Moved to accept the proposal from Versteeg Associates (clarified during discussion not to exceed \$51,950)

- Vincent Chase: Seconded acceptance of the proposal from Versteeg Associates
- Len Petruccelli: Requested a vote to approve the proposal from Versteeg Associates, all were in favor.
- b. Fees Were Very Close, Requested Opinions of Local B.O. and F.M. (They Had No Preference)
- c. Decision by BSC During 6/20/16 Regular Meeting
- d. Decision by BNC During Regular 6/20/16 Meeting (Agenda Item for BNC Attached)
- e. Decision by Town Council During Regular TC Meeting on 7/11/16
- f. Award Contract 7/12/16, Notify Town Attorney and Purchasing Agent, Issue "Notice to Proceed". A Two-Phased Review, First Phase Begins 8/9/16 (8/16/16? Depends on Result of Conversation During Agenda Item # 6 b., Both Firms Confirmed They Could Accommodate Alternative Schedule).
- ii. Interior Design Theme(s) Progress Report (Antinozzi)
 - February 2016 BSC Meeting Established the Following Members as the Interior Design Committee:
 - Dr. J. Robinson
 - J. Dellapiano
 - C. Zachery
 - One BOE Member (Susan Lance)
 - Presentation from George Perham
 - Discussing possible donations for art and fascia
 - Gymnasium Auditorium Lobby and School Awards Display Areas
 - Cafeteria – various alcoves, like a mall food court, designed to move nearly twice as many students through in the same amount of time as now.
 - Stephanie Philips: How strong are the windows if a ball hits it? All 1st floor glass is SG-4 grade
 - Media Center – Circulation desk, soft sitting, there is room for a book-reading, and the librarian has been met with
- iii Time-Lapsed Photography/Progress Photography/Drone Photography/Webcam?
 - Rich was contacted by a salesman from Multi-Vista. His sales pitch indicated that his product eliminates change orders, claims for delays. Rich has already discussed this with John Casey, who suggests discussing with Mo McCarthy/DPW
 - Cost is dependent on what you want
 - Town Engineer told Rich to refer to DPW
- iv Site Logistics, this topic was discussed earlier this same night during this meeting

8. Energy and Environmental Protection

- a. U.I. Energy-Reduction Incentive Program
 - Incentive programs explored but would be more expensive with UI but not enough incentives to cover work that engineers have to do – person at UI understood that this isn't for everybody; we are going to try to go with solar
- b. State Site Inspection has been Completed (6/13/16 Approval Letter Attached)
 - We have a completed state site inspection on 25 North Parade, the ¼ acre lot, everyone has one in their packet

9. Hazardous Materials Consultant Update (Turner)

- a. Work Completed to Date
 - Consultant completed interior work in high school and work on King Street
- b. Contract with Town Signed
 - Rich is reporting that the contract has been signed by the Town and they will begin getting paid

- Ty Tregellas Question – does he have dates yet? He was going to wait for the roof until the students are out because it's less disruptive. He is on vacation until July 5th, but I was told SHS is his priority when he returns.

10. Security Decisions (Antinozzi)

a. 6/21/16 – Security Meeting Scheduled (Yates)

- Lisa: Tomorrow morning at the high school we are going to have presentations regarding security for the door hardware
- Both administrations will be there (BOE and Town) – Larry Ciccerelli, SRO, Police, Building Official, Fire Marshal, DPW, Principal, etc.
- 3 different companies sharing different school lock-down products
- Time: 9:00 – 11:00 a.m. – SHS in the Guidance Conference Room

11. Commissioning Update (Yates)

i. DD Specifications have been C x A-ized

1. Ernie (Commissioning Agent) will review the drawings for efficiency; Len Petrucelli asked to please provide committee with report(s)

12. Adjournment

- ❖ Len Petrucelli: Requested a motion to adjourn the meeting
- ❖ Jason Santi: Motioned to adjourn the meeting
- ❖ Bob Chaloux: Seconded the adjourning of the meeting
- ❖ Len Petrucelli: Requested a vote to adjourn the meeting, all were in favor and the meeting adjourned at approximately 6:53 p.m.

Attachments:

- AA Invoice # 11
- Turner Payment Request # 3
- Site Approval Letter from State DAS
- TPCR Qualifications (Pierz Associates, Versteeg Associates)
- BNC TPCR Recommendation, etc. Agenda Item(s)