

# AGENDA

STRATFORD HIGH SCHOOL  
BUILDING RENOVATIONS SUBCOMMITTEE REGULAR MEETING  
February 18, 2016  
Stratford High School

(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 (Emailed February 12, 2016)
3. Approval of January 14, 2016 Regular Meeting Minutes (Emailed January 28, 2016)
4. Reminder: March 2016 Meeting Schedule Goes Back To The Third Monday
  - 2016 Holiday Adjustments Are Completed As Of Today's Meeting
  - Remainder of 2016 BSC Meeting Schedule Will Be Third Monday Of Each Month  
Subject to Possible Change by Future Decisions of the BNC
5. Town Council Update (Llewelyn)
6. Invoices and Bills (CREC)
  - Sustainable Engineering Solutions Payment Application No. 1 (Invoice No. 1776) \$2,049.50  
(Copy Attached)
7. Commissioning Update (CREC or SES)
  - OPR Meeting Held with Architect, IES, and CREC 1/21/2016
  - Additional Owner Information Requested by CxA 1/21/2016, Provided to CxA 2/2/2016  
(With Local Stakeholder Input). This is a "Living" Document, Adjustments can be Made  
Later, and Can Be Revised.
  - Meeting to discuss potential summer uses of SHS held 2/11/2016  
Included: Public Facilities; Parks; Recreation; BOE; CREC (See Attached Email Dated  
2/11/2016 Summarizing the Meeting).
8. Review of Current Building Plans, Schedule, and Budget
  - Antinozzi Associates Personnel Changes
  - Operable Windows as an Add-Alternate? (See Attached Email Dated 2/11/2016)
  - Town Sign-off of "Final" Design

9. Next Steps: Design Decisions, Design Schedule, & Sub-Committee Deliverables

- Inventory List of Existing Historical/Valuable/Sentimental Items (Stratford Heritage)  
Items Already Identified:
  - Coach Walter A. Czekaj Memorial (Fitness Center?)
  - AD Ray Needham Memorial (Gymnasium?) (Bio for Needham)
  - JFK Memorial (Auditorium?)
  - Previous Building Committee(s) Memorialization(s)
- Interior Design Theme(s) Progress Report
- Time Lapsed Photography/Progress Photography/Drone Photography/Webcam?
- Hiring Independent Reviewer for OSCG Review (RFP Release Approximately March 2016)
- Hiring Independent Structural Reviewer for Code (Exceeds Threshold Limits Building)
- Site Logistics – Additional Property? (See Town Council Agenda for 2/8/2016 Item 5.3.2)
- Technology Consultant

10. Energy and Environmental Protection

- Solar Photo-Voltaic Panel Inclusion Status
- STV FEMA Re-mapping Update (Antinozzi and/or STV) (See Attached Bill Mead Email Dated 2/4/2016)
- We Still Owe the LOMR Results to the State, Followed by a State Site Inspection by Jeff Bolton (CREC is Coordinating the Site Inspection).

11. Hazardous Materials Consultant Update (Turner)

- Eagle Environmental Initial Assessment is Essentially Complete (Asbestos Lab Testing is Nearly Complete). Will Wait for Residents to Vacate 25 North Parade Before Assessing.
- Meeting With Town Officials Regarding PCB Testing Held 2/10/2016 (Turner)
- John Casey Attempting to Locate Plans from the Asbestos Abatement Project to Share with Eagle.
- Architect Coordinating Exterior Bearing Wall Investigation with Eagle Exterior Sampling.

12. Security Discussions

- Main Office Design
- Public Entry Points Design
- Operable Windows?

13. Adjournment (Approximately 7:00 pm)

Attachments: SES Payment Application No. 1  
Summer Uses Email Dated 2/11/2016  
Operable Windows Email Dated 2/11/2016  
Bill Mead Email Dated 2/4/2016

Sustainable Engineering Solutions, LLC 5 Forest Park Drive Farmington, CT 06032



**INVOICE No.:** 1776

**TO:**  
Town of Stratford  
2725 Main Street, Stratford, CT 06615

Date: 12/31/2015  
SES Project # 15-131  
Client Project #  
Client PO # 2270324

**ATTENTION:**  
Richard Snedeker, Owner's Representative  
147 Charter Oak Avenue, Hartford, CT 06106

**Project Name:**  
Stratford High School Additions and Renovations Project  
State Project # 138-0101 A/E/RR/ Commissioning Services

Payment Application No.: 1

**Professional Services Period Ending:** 12/31/2015

SERVICES	Contract Amount	% Billed To Date	Earned	Previously Billed	Current Billing	Remaining
<b>Pre Design &amp; Design</b>						
Design Phase	5,000	0%	-	-	-	5,000
Bid Phase	2,000	0%	-	-	-	2,000
Review of Construction Documents	14,000	0%	-	-	-	14,000
Commissioning plan	2,000	100%	2,000	-	2,000	-
<b>Pre-Design &amp; Design Services Total</b>	<b>23,000</b>		<b>2,000</b>	<b>-</b>	<b>2,000</b>	<b>21,000</b>
<b>Construction Phase Services</b>						
Mechanical & Electrical Submittal reviews	4,000	0%	-	-	-	4,000
Review Controls Software	2,000	0%	-	-	-	2,000
Pre-Functional Sheets development and commissioning log	3,000	0%	-	-	-	3,000
On-site construction observation/Meetings	11,000	0%	-	-	-	11,000
Build Infrared Scan an Report	4,500	0%	-	-	-	4,500
Development of Functional Test Proceedures	4,500	0%	-	-	-	4,500
Develop Commissioning Schedule	1,000	0%	-	-	-	1,000
Prep for Testing Adjusting & Balancing Work	1,500	0%	-	-	-	1,500
Functional test execution and documentation	73,500	0%	-	-	-	73,500
O&M review, Warranty review, As-built review	3,500	0%	-	-	-	3,500
<b>Construction Phase Services Total</b>	<b>108,500</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>108,500</b>
<b>Warranty and Post Occupancy Period Services</b>						
Provide operations staff system training (Oversight)	3,500	0%	-	-	-	3,500
Warranty Period Review	2,500	0%	-	-	-	2,500
Complete final commissioning report	2,500	0%	-	-	-	2,500
<b>Warranty and Post Occupancy Period Services Total</b>	<b>8,500</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>8,500</b>
<b>TOTAL BASE CONTRACT</b>	<b>140,000.00</b>		<b>2,000.00</b>	<b>-</b>	<b>2,000.00</b>	<b>138,000.00</b>

**AMENDMENTS**

Reimbursable Expensense	5,000	1%	49.50	-	49.50	4,950.50
<b>TOTAL CONTRACT AMOUNT</b>	<b>145,000.00</b>		<b>2,049.50</b>	<b>-</b>	<b>2,049.50</b>	<b>142,950.50</b>
<b>AMOUNT DUE THIS INVOICE:</b>						<b>2,049.50</b>

SUBMITTED BY:

Please remit payment to:  
Sustainable Engineering Solutions, LLC.  
93C Deming Road  
Berlin, CT 06037  
p: (860) 270-0413 f: (860) 270-0413

Terms: Net 30  
Due Date: 1/30/2016

## **Snedeker, Richard**

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**From:** Snedeker, Richard  
**Sent:** Thursday, February 11, 2016 3:54 PM  
**To:** 'Lisa Yates'; 'Richard Camara'  
**Cc:** 'zacheryc@stratfordk12.org'; 'DELLAPIANO JOHN'; 'RUGGIERO RICHARD'; Greenleaf, Brian; George Perham; 'alan.d.llewelyn@gmail.com'  
**Subject:** Meeting Summary - Summer Uses of the Completed SHS Facility

### Attendees:

Jack Dellapiano, Principal  
Clarence Zachery, COO  
Pat Patusky, Superintendent of Recreation  
Rich Ruggiero, Plant Operations and Transportation  
Dan Wakeling, Superintendent of Public Building Maintenance  
Robin Marino, Director of Pupil Personnel Services  
Dr. Linda Gejda, Assistant Superintendent  
Rich Snedeker, Project Manager, CREC

### Notes From the meeting this morning (2/11/2016):

- Summer School utilizes 15 – 20 rooms in the core subject areas (including each of the science divisions) for the entire month of July (summer school is a ½ day program, no lunch served). A Computer Lab might also be required for Summer school.
- The STRIVE program might need to be re-located into SHS during the Summer (two classrooms) for 1-2 Summers (if Town plans to redevelop the Center School site come to fruition).
- The Recreation Department Teen program produces a play each Summer, that program is a likely candidate to move the SHS Auditorium.
- Various sports camps, volleyball leagues, basketball leagues will use the Gyms and Locker Rooms.
- The Weight Room, Fitness Center, and Gyms are likely to be used by the school sports teams during parts of the Summer.
- Possible Town Council meetings in the SHS Auditorium when sensitive issues bring heightened resident attendance beyond Council Chambers capacity.
- The Main Administration areas, including Guidance and the Nurses Suite are all used during the Summer.
- The Lecture Room might be used by various civic groups but nothing is defined at this time.

Contact me if you have any questions or concerns.

Rich

### **Richard Snedeker**

Project Manager, CREC Construction Services  
147 Charter Oak Avenue, Hartford, CT 06106  
Phone: **860-240-6646** Cell: **860-550-1336** Fax: **860-524-4001**

[rsnedeker@crec.org](mailto:rsnedeker@crec.org) | [www.creconstruction.org](http://www.creconstruction.org)



## **Snedeker, Richard**

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**From:** Snedeker, Richard  
**Sent:** Thursday, February 11, 2016 2:58 PM  
**To:** 'Lisa Yates'  
**Cc:** George Perham; stregellas@tcco.com; 'Richard Camara'; Greenleaf, Brian; 'alan.d.llewelyn@gmail.com'  
**Subject:** SHS Operable Windows?

I asked the BOE this morning, they said they would like to see at least a few operable windows per classroom as an add-alternate if possible. They know it comes with an additional construction cost, and would like the building committee to be able to decide if the project can afford this feature.

They are concerned with building security regarding operable windows, and there was some discussion about the effectiveness of only having two operable windows per room. I suggested the operable portion could be a high window, which would be less accessible to the average/common trespasser and might be more efficient at venting out the classroom BTU build-up (they thought this was a reasonable suggestion).

Rich

### **Richard Snedeker**

Project Manager, CREC Construction Services  
147 Charter Oak Avenue, Hartford, CT 06106  
Phone: **860-240-6646** Cell: **860-550-1336** Fax: **860-524-4001**

[rsnedeker@crec.org](mailto:rsnedeker@crec.org) | [www.creconstruction.org](http://www.creconstruction.org)



## Snedeker, Richard

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**From:** Bill Mead <BMead@Antinozzi.com>  
**Sent:** Thursday, February 4, 2016 8:44 AM  
**To:** George Perham; Lisa Yates; Snedeker, Richard  
**Subject:** FW: Stratford HS LOMR status

FYI

**Bill Mead, AIA**  
Senior Project Manager  
**ANTINOZZI ASSOCIATES**  
ARCHITECTURE & INTERIORS

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**From:** Casey, Timothy J. [mailto:Tim.Casey@stvinc.com]  
**Sent:** Thursday, February 04, 2016 7:24 AM  
**To:** Bill Mead  
**Subject:** Stratford HS LOMR status

Bill,  
I inquired again as to the status of the LOMR and this is the reponse:

"If everything goes smoothly, I should have approval for you to publish next week, and the letter of final determination could be ready as soon as the following week."

Sounds like it is close.

Tim



Timothy J. Casey PE  
Senior Associate/Senior Project Manager  
*STV Incorporated*  
185 Plains Road, Suite 208E, Milford, CT 06461  
203.383.5142(Milford Office)  
203.645-0426(Cell)

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