

**TOWN OF GRANBY  
SCHOOL BUILDINGS COMMITTEE MEETING  
MONDAY, MAY 2, 2016  
4:00 P.M.  
POLICE DEPARTMENT COMMUNITY ROOM**

**AGENDA**

1. Call to Order and Confirm Quorum
2. Public Comment
3. Approval of Minutes from March 28, 2016 Meeting
4. Unfinished or Tabled Business
  - a. Update on Project Budget Allocation – Gordon Bischoff
  - b. Update on Establishing PO / Contract with William B. Meyer – Anna Robbins
  - c. Update on Primarification List – John Scheib
  - d. Update on Payment of CR3 Invoice – Alan Addley
5. New Business - Preconstruction Conference

Millennium Builders and Pierce Builders are requested to provide their plans for executing the Granby Schools Renovations. Specifically, the following items are requested to be addressed. The majority of items can be handled at regular committee meetings, payment approvals etc.

- a. Designation of key personnel - -
  - I. Granby Schools – Tom Steinke (Facilities Director)
  - II. Granby Town Building Official – Bill Volovski
  - III. Millennium Builders – Steve Berry (Superintendent), Bob McCabe (Project Manager)
  - IV. Pierce Builders – Brian Pierce (Playground, Playscape work)  
NCA – John Scheib (Architect)
- b. Construction schedule and phasing
  - i. Please include bar graph
- c. Preparation of the schedule of values
- d. Installation and removal of temporary facilities and controls
- e. Delivery and processing of submittals
- f. Progress meetings and pre-installation conferences
- g. Critical work sequencing and long-lead items
- h. Procedures for processing field decisions and Change Orders
- i. Procedures for testing and inspecting
- j. Use of the premises and work restrictions
- k. Owner's occupancy requirements
- l. Responsibility for temporary facilities and controls
- m. Procedures for disruptions and shutdowns
- n. Construction waste management and recycling.
- o. Office, work, and storage areas

- p. Safety and security
- q. Progress cleaning
- r. Startup and adjustment of systems
- s. Project closeout activities

Additional Questions from Tom Steinke

- I. How many points of entry will be needed to the building?
- II. How many keys will needed for the building?
- III. Granby Public Schools will supply keys to Kelly Lane. Millennium will be responsibility for monitoring who receives keys to the building.
- IV. Is a Millennium going to provide a list of contractors and workers cleared to work on the project?
- V. Who be responsible for opening and securing the building on a daily basis?
- VI. Will there be a need to work weekends or late evenings and how will the school be notified?
- VII. If the domestic water or power needs be turned off in the building during construction notification must be given in advance. We will have staff working in the building.
- VIII. Fire Panel, Security System and Sprinkler System will be turned off during construction. Is Millennium recommissioning all systems?
- IX. Who will Millennium contact for questions or change orders during the project?
- X. All keys will need to be returned on completion of project.

6. Open Discussion and Adjournment