

**TOWN OF GRANBY
SCHOOL BUILDINGS COMMITTEE MEETING
POLICE DEPARTMENT COMMUNITY ROOM
DECEMBER 7, 2015
MINUTES**

PRESENT: Gordon Bischoff, Mark Fiorentino, William Kennedy, Stephen Royer and James Sansone

ALSO PRESENT: Alan Addley, Superintendent of Schools, Tom Steinke, BOE Director of Facilities, William F. Smith, Jr., Town Manager, and John Scheib, Architect

Chairman Bischoff confirmed a quorum and called the meeting to order at 4:05 p.m.

Public Comment: None.

Minutes

The Minutes from the November 30, 2015 meeting were reviewed.

On a MOTION by J. Sansone, seconded by M. Fiorentino, the Committee voted unanimously (5-0-0) to approve the Minutes of November 30, 2015 as presented.

Unfinished or Tabled Business

Preliminary project schedules were provided by both Tom Steinke and John Scheib.

Mr. Scheib reviewed the schedule and the dates and information was discussed. Town Manager Smith asked if the contract between the Architect and the BOE is still in place. Moving forward, is another contract appropriate or maybe add a sidebar letter. It was suggested once an amended contract is ready, before signing, the town's attorney should review it. It was noted there is not a consequential damages clause in the contract or reference to change of scope. Mr. Smith will work with the Architect to create a sidebar letter for this project, if it's determined to be appropriate. Questions were asked with regard to the existing contract, as to what has been paid and what is left to pay. Mr. Addley gave an explanation as to the fees to date.

Regarding the timeline, it seems once the drawings are available, it's too close to the walk through date for contractors to review thoroughly. Maybe advertise earlier. A progress set of drawings could be available in about two weeks. The Building Official, Fire Marshal, and Committee could review them when they're ready.

There was discussion as to breaking out certain items from the Architects contract – i.e. moving the play equipment and moving furniture and books, etc. in and out of classrooms. If handled separately, these would require separate contracts per job. Cost savings was spoken about. Also, a comparison was done with moving the play equipment versus buying new play equipment and moving the old equipment elsewhere. There isn't room at either school to just add additional play equipment.

Town Manager Smith touched on using the Gordian Group, through CRCOG. They could help set up this construction project with contractors that are already approved. Mr. Smith will put together more detailed information on this matter to share with the Committee.

J. Sansone questioned how construction administration by the Architect is handled. J. Scheib explained there is usually a weekly meeting to answer any questions as the project moves along and he will review all change orders.

G. Bischoff feels this project should go out to bid soon; before the holiday break, but after discussion there is a concern that the documents won't be ready at that time.

After more discussion on both timelines, it was asked that J. Scheib combine the two into one master document. This will be done and available at the next meeting.

T. Steinke went on to review his proposed timeline. He reported they've met with three moving companies in an effort to get a quote for moving furniture and books, etc. from school to

school and from classroom to classroom. There was discussion regarding cost and how this process will work.

On a MOTION by W. Kennedy, seconded by S. Royer, the Committee voted unanimously (5-0-0) to separate from the project the scope of moving furniture, books, etc. to a separate contract, with a not to exceed dollar amount of \$65,000.

The expectation is that the BOE will report to the Committee any issues or changes with this matter. The BOE will coordinate the moving effort with the contractor of the project.

This motion is subject to approval of the project funds at the Town Meeting on December 14, 2015.

Discussion went on to the play equipment at the schools. T. Steinke reported he obtained two quotes to move two playscapes and for comparison, the cost of buying a new playscape was obtained as well. If a new one were to be purchased, then the old one could be placed elsewhere, maybe at Ahrens Park. The committee talked about this matter in detail and if this too should be separated from the contract and done separately. This matter is tabled to the next meeting for further discussion.

There was a discussion regarding when the Invitation to Bid should be published. J. Sansone suggested the last week of December, with the drawings available for pick up the following week. G. Bischoff would like to see the notice published the week earlier. Either way, would give proposed contractors plenty of time to review the specs before the walk-thru date. It was mentioned this ad could be published twice. Of course, publishing the Invitation to Bid depends on when the specs are actually ready to be handed out.

On a MOTION by S. Royer, seconded by W. Kennedy, the Committee voted unanimously (5-0-0) to approve publication of the Invitation to Bid on December 21 or 22 or 23, 2015 and run a second notice at a later date.

This motion is subject to approval of the project funds at the Town Meeting on December 14, 2015.

Open Discussion

W. Kennedy reported he received an email from Jim Lofink, Democratic Party Chairman. He explained he is working with Mike Guarco, BOF Chairman and they are trying to create an informational page in preparation for the town meeting. He asked for a general scope of work for the proposed project. W. Kennedy had prepared a few comments to respond to Mr. Lofink, but after a brief discussion, the Committee stated they are not comfortable sharing any information from the Committee at this time.

J. Scheib was asked to create a list of possible contractors and include an additional list of contractors he would suggest the town not work with. A. Addley again brought up the Add Alternates – three security doors, estimated to cost \$15,000/per door. This issue will be an Agenda item at the next meeting.

Meeting Dates

There will not be a meeting on Monday, December 14, 2015.

The next meeting is scheduled for Monday, December 21, 2015, 4 p.m. at the Police Department Community Room.

On a MOTION by W. Kennedy, seconded by J. Sansone, the Committee voted (5-0-0) to adjourn the meeting at 5:40 p.m.

Respectfully submitted,

Susan Christian
Recording Secretary