

**TOWN OF GRANBY
SCHOOL BUILDINGS COMMITTEE SPECIAL MEETING
KELLY LANE SCHOOL MEDIA ROOM
DECEMBER 17, 2015
MINUTES**

PRESENT: Gordon Bischoff, 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; John Scheib, Architect; Jay Duhamel, Gordian Group and Peter Carey, General Manager, Millennium Builders, Inc.

Chairman Bischoff confirmed a quorum and called the meeting to order at 4:02 p.m.

Public Comment: None.

Minutes

The Minutes from the December 7, 2015 meeting were reviewed.

On a MOTION by W. Kennedy, seconded by S. Royer, the Committee voted unanimously (4-0-0) to approve the Minutes of December 7, 2015 as presented.

Chairman Bischoff stated that he will cancel the December 21st meeting and no meeting is scheduled for December 28th. The next meeting is expected to be held on Monday, January 11, 2106.

Town Manager Smith gave an overview of past work done in town by Millennium Builders. They have worked on the Wash Bay at Public Works and the North Barn Pavilion at Holcomb Farm. Presently, they are involved with the sidewalk project.

Present Project to Millennium Builders, Inc.

After introductions were made, Chairman Bischoff asked how this process works. J. Duhamel, Gordian Group, explained that CRCOG hired Gordian Group and every two years they go out to bid for the four sections of the State of CT. There is a Construction Task Catalogue provided to bidders and contractors bid an adjustment factor. Local labor costs, etc. are obtained for the catalogue. CRCOG holds the contract and advertises a bid. The catalogue is on CRCOG's website. Mr. Duhamel stated there is no cost or obligation to the town to have a cost estimate for this project done.

J. Scheib stated the construction documents will be provided to the Committee December 21, 2015. The final specs and plans are to be ready January 6, 2016.

The short timeframe, of ten weeks, for work to be done was noted.

School Superintendent Addley gave an overview explanation and scope of the work of the project. Mr. Addley asked about Millennium's experience with school renovations. Mr. Carey responded they have worked at many schools.

Town Manager Smith spoke about the new law, effective June 2015 regarding contractors to have a minority business set aside. Millennium Builders, due to the fact that they were already in a contract in June 2015, is exempt from this until their next contract.

Moving of books/furniture will be done under a separate contract. W. Kennedy asked how Millennium Builders might handle delays. Mr. Carey explained work is done in as many shifts as necessary, nights and weekends – if necessary. He, so far, doesn't see this as a job where there would be problems which would hold up the work. Questions were asked regarding

asbestos abatement. Mr. Scheib will look at the reports filed with the town with this information from the most recent renovations.

The walk thru began at 4:45 p.m. Mr. Carey and Mr. Duhamel had a set of plans and looked at them as the walk thru progressed. Mr. Scheib was on hand to answer questions. Lighting was discussed, air-condition units in certain rooms, the existing bathroom was looked at (with mention of reusing what might be practical to), and possible abatement areas were identified.

Mr. Smith and Mr. Addley left the meeting at 4:50 p.m.
Mr. Scheib left the meeting at 5:15 p.m.

After the Resource Room was looked at and the energy management system was talked about, everyone returned to the Media Room at 5:20 p.m.

Review and Discuss School Project Renovations and Alternatives

- Any problems that surface should be known within the first couple of weeks – and would be addressed at a weekly construction meeting.
- If Millennium Builders is chosen for this project, it may no longer require the services of the Architect.
- Handicap bathrooms and modifications to existing bathrooms were discussed. More questions came up and Mr. Scheib will need to be spoken to about this.

The Committee asked Millennium to proceed and create a price quote based on available information. The updated drawings will be available on Monday, December 21, 2015. Millennium can work from these and update when the plans and specs are finalized by January 6, 2016. Mr. Carey stated in order to make up a price quote, they do need to know the finishes expected within this project. A two week timeframe is expected before the price quote can be made available. Mr. Carey asked if this project is funded. The answer is yes.

Action Item: Confirm the January 6, 2016 date with John Scheib, that the plans and specs will be ready for review.

On a MOTION by J. Sansone, seconded by W. Kennedy, the Committee voted unanimously (4-0-0) to retract a motion made at the December 7, 2015 meeting – to approve publication of the Invitation to Bid on December 21, 22, or 23, 2015 and run a second notice at a later date. This will be addressed later, once cost information is received from Millennium Builders.

Discussion continued and included:

- Labor materials and Labor Bond – will they be required? The Committee will obtain this information.
- AIA documents? If Millennium is chosen to be the contractor for this project, can an AIA document be used?
- Ten week timeline – Mr. Carey was asked if he feels this is a feasible amount of time. He answered yes; he feels it is adequate time.
- Security doors – as an add alternate – could be done at a later date, if need be. Millennium Builders was asked to price these out. Also, they were asked to price out the cost of moving the playscapes.

Meeting Dates

The meeting on Monday, December 21, 2015 has been cancelled.
The next meeting is scheduled for Monday, January 11, 2016, 4 p.m. at the Police Department Community Room.

On a MOTION by W. Kennedy, seconded by S. Royer, the Committee voted (4-0-0) to adjourn the meeting at 6:02 p.m.

Respectfully submitted,

Susan Christian
Recording Secretary