

**TOWN OF GRANBY**  
**SCHOOL BUILDINGS COMMITTEE SPECIAL MEETING**  
**POLICE DEPARTMENT COMMUNITY ROOM**  
**MAY 2, 2016**  
**MINUTES**

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

**ALSO PRESENT:** Anna Robbins, BOE Business Manager; Tom Steinke, BOE Director of Facilities; and John Scheib, Architect – NCA; Steve Berry, Project Superintendent – Millennium Builders, Inc.; Ron Stacy, Senior Project Manager – Millennium Builders, Inc.; Bab McCabe, Project Manager – Millennium Builders, Inc.; Dale Kittelson, BOE Lead Maintainer; Brian Pierce, Pierce Builders; and J. Duhamal, Gordian Group

Chairman Bischoff confirmed a quorum and called the meeting to order at 4:00 p.m.

**Public Comment:** None.

Introductions of those in attendance were made.

**Minutes**

The minutes from the March 28, 2016 meeting were reviewed.

On a MOTION by S. Royer, seconded by M. Fiorentino, the Committee voted unanimously (4-0-0) to approve the minutes of March 28, 2016 as presented.

**Unfinished or Tabled Business**

- a. Update on Project Budget Allocation – Chairman Bischoff reported no changes.
- b. Update on Establishing PO/Contract with William B. Meyer – contract has been signed and boxes have been delivered for classroom packing. Copy of PO should be given to A. Robbins and Chairman Bischoff.
- c. Update on Primarification List – wall mural painting will not be priced out by Millennium. Pricing for murals specified in the Primarification portion of the project has been provided by an independent contractor. J. Scheib is working with Millennium on a price quote regarding painting one wall in each of the classrooms, special ceiling tiles for the PreK classrooms, door hardware and signage. With regard to the door hardware, J. Scheib will send the information to Millennium no later than Friday, May 6<sup>th</sup>, and Millennium will provide the price quote.
- d. Update on payment of CR3 Invoice – payment to NCA (which includes payment to CR3) is in the works.

**New Business**

Preconstruction Conference:

- a. Key personnel – Chairman Bischoff reviewed who does what – schools, town, Millennium Builders, Pierce Builders, and NCA – John Scheib, Architect.
- b. Construction schedule and phasing – Bob McCabe, from Millennium, provided a handout of a schedule in a graph format. Start date is projected to be June 13<sup>th</sup> with completion August

19<sup>th</sup> (CO on August 16<sup>th</sup>). Millennium will work with NCA regarding the mechanicals. Mr. McCabe shared his concern regarding abatement of the blackboards and if asbestos is unexpectedly found elsewhere, is there money in the budget for abatement? If this becomes an issue, it could throw off the timing of completion of the project. He stated that no children are allowed on the premises during construction. Only authorized personnel will be allowed on site during the construction. T. Steinke will provide Kelly Lane School keys to designated Millennium personnel, as deemed appropriate. Working on some weekends and nights, is a probability. Storage of material and equipment was briefly discussed. Steve Berry, Millennium Project Superintendent will be on site at all times with the contractors.

- c. Preparation of the schedule of values – this will be worked on and given to the Architect.
- d. Not discussed or was addressed elsewhere.
- e. Delivery and processing of submittals - J. Scheib asked for a submittal schedule.
- f. Progress meetings and pre-installation conferences – these meetings will most likely take place weekly to start with, at Kelly Lane School. The first scheduled meeting will be Wednesday, June 8<sup>th</sup> at 8:00 a.m. (T. Steinke will see if they can walk around before students start arriving, meaning possibly meet at 7:00 a.m. for the walk around). Meetings will be adjusted to bi-weekly as the project progresses. T. Steinke will check with the Principal at Kelly Lane School to make sure this meeting is ok at the school and that a conference room can be made available to meet in after a walk around the building. Two Millennium representatives, T. Steinke, J. Scheib and G. Bischoff are expected to attend.
- g. Not discussed or was addressed elsewhere.

It was asked if a building permit will be required for this project, and the answer was yes. J. Scheib had two sets of drawings available for Millennium. He said these are the same ones issued in January 2016, with cost revisions. J. Scheib was asked to provide a set of specifications as well. A question was asked regarding if health permits would be necessary in this project because of the bathroom work being done. Farmington Valley Health District will be contacted.

- h. Procedures for processing field decisions and change orders – if any change orders are created, they will go to J. Scheib for review, then on to the town.
- i. Procedures for testing and inspecting – this will be handled with the Town of Granby Building Inspector.
- j. Not discussed or was addressed elsewhere.
- k. Owner's occupancy requirements – T. Steinke reiterated the construction area will be off limits to everyone (non-construction personnel), but there will be staff working in other parts of the building. Movers will be in and out at times as well. Project hours are expected to run between (at the earliest) 6:00 a.m. and 3:30 p.m. A dumpster may be on the premises during construction. There was discussion about the building alarm being disabled during construction or maybe giving the code to the project superintendent and have him be responsible for arming the alarm when he is the last one to leave the site. The technology department will work with Millennium to seal the room that houses the servers well enough to keep out construction dust.
- l. Not discussed or was addressed elsewhere.
- m. Procedures for disruptions and shutdowns – shutdown of water for bathroom work/toilet removal and installation. T. Steinke will check on where the working water shutoff valves are and have this information on June 8<sup>th</sup>.
- n. Not discussed or was addressed elsewhere.
- o. Not discussed or was addressed elsewhere.

- p. Safety and security – Millennium reviewed OSHA knowledge, stated hardhats are used on site and no shorts or sneakers are allowed on the job site. They hold weekly safety meetings with the subcontractors. It should be posted on the schools website that there is no access to the school, playground, or the overall premises during construction.
- q. Not discussed or was addressed elsewhere.
- r. Startup and adjustment of systems – there appear to be no issues here.  
Regarding the roof top unit, lighting, door frames and hardware - presently the lead time for these items is unknown.
- s. Not discussed or was addressed elsewhere.

Additional Questions from Tom Steinke:

Items I, II and III – ok

- IV. List of contractors that will be working on the job – T. Steinke would like to make sure background checks have been done because these people are working at a school site.

Items V, VI – ok

- VII. Water and power shutoffs were talked about. Whereas there will be staff working in the building, shutoff information will have to be relayed to everyone on site. This can be done by contacting T. Steinke with the pertinent information.

- VIII. Sprinkler system – there is a question as to who is responsible for making sure this system and the fire panel are completely in working order when work is completed at Kelly Lane School.

Items IX and X – ok

Playground:

Brian Pierce, Pierce Builders stated he would provide project sheet and schedule (by email). He explained the process of removing the playground equipment from Wells Road School (to be brought to an undetermined place at this point in time), to move the equipment from Kelly Lane School to Wells Road School, to move the equipment from Kearns School to Kelly Lane School and to grade off the playground area at Kearns School. Mr. Pierce has asked for an AutoCAD for Kelly Lane School and Kearns School and will be using GIS to mark holes for re-installation of the playground equipment. Playground mulch will be used. Mr. Pierce reported he is ready to start the work as soon as school ends and he expects to finish by the end of July. Once the playground installation is complete, the fence will be installed. There was a brief discussion regarding work being done while summer programs are going on at the schools (Kearns School and Wells Road School). Unusable areas, due to construction, will be properly blocked off.

At the end of the meeting, Bob McCabe stated he was told that the painting of the hallways has been removed from the project. Both T. Steinke and J. Scheib were surprised to hear of this and disagreed. Confirmation of the painting expectations needs to be made one way or the other.

**Next Meeting**

June 8, 2016 - meeting at Kelly Lane School (to be confirmed by T. Steinke) at 8:00 a.m. (maybe 7:00 a.m. to walk around – to be confirmed). Expected people to attend include: T. Steinke, two Millennium representatives, J. Scheib and G. Bischoff.

The next committee meeting will be scheduled by Chairman Bischoff when it's deemed necessary.

**Adjournment**

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Susan Christian  
Recording Secretary