

**MINUTES
BOARD OF FINANCE
SPECIAL MEETING, OXFORD TOWN HALL
THURSDAY, JUNE 8, 2017 – 7:30 P.M.**

Present: Chairman Jack Kiley; Tom Kelly; Sue Arpin; Dana Flach. Also present: James Hliva, Finance Director. Absent: Lila Ferrillo; Robert DeBisschop

The Special Meeting was opened at 7:30 p.m. by Chairman Jack Kiley. The Pledge of Allegiance was recited.

3) Appropriation of \$37,000 to hire CREC to close out Oxford High School Construction Grant.

Mr. Kelly made a Motion to appropriation of \$37,000.00 to be taken out of the General Fund. Ms. Arpin seconded the Motion.

Mr. Kiley began the explanation of the reason for using CREC to assist in closing out the construction grant.

Ms. Flach noted that, with the upcoming building of the new school, this situation will not occur again. Mr. Kelly said a stipulation should be put into the bonding contract that all original receipts concerning the project will go directly to the Finance Director to be kept in the Town Hall. Other involved parties may make copies, but original documents will be sent directly to the Finance Director.

Mr. Kiley suggested that the Town stay with CREC, which has the ability to shepherd paper work and make sure it gets correct procedure. Mr. Hliva noted that change orders for the high school project are still missing. He also explained the abilities and capabilities that CREC has which will enable the Town to receive monies to which it is entitled.

Mr. Kelly suggested making a condition of funding if procedures are not probably followed there will be no funding.

A lengthy discussion ensued among the present Board members and Mr. Hliva regarding the existing high school project.


| <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> |
|------------|------------|----------------|
| Tom Kelly | | |
| Jack Kiley | | |
| Dana Flach | | |
| Sue Arpin | | |


All in favor; Motion passes and the appropriation for \$37,000.00 was approved and will be taken out of General Fund.

Board of Finance Special Meeting
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There being no further discussion, Motion to adjourn was made by Mr. Kelly, and seconded by Ms. Arpin. All in favor. Meeting was adjourned at 7:45 p.m.

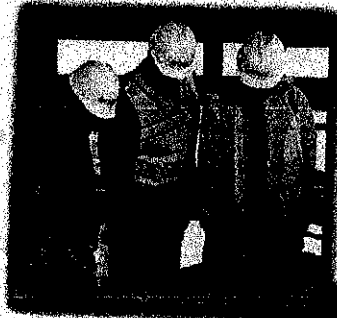
Respectfully submitted,


Lynnette Steeves
Clerk

17 JUN 12 PM 5:07
TOWN OF OXFORD, CT

TOWN CLERK



Town of Oxford Oxford High School




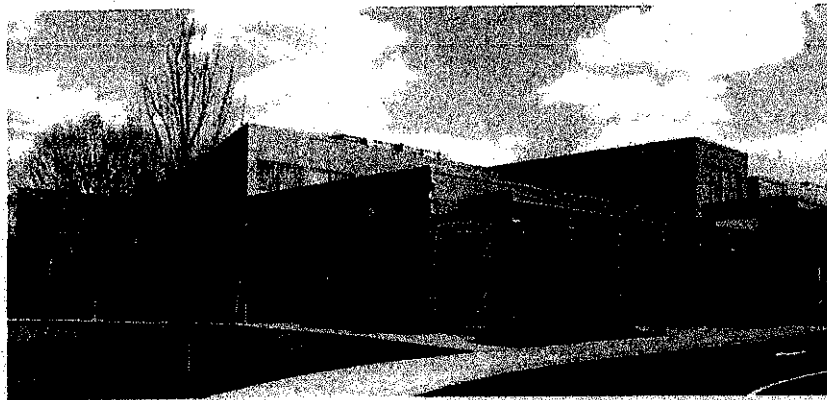
State School Construction
Grant Closeout Services

May 30, 2017



CREC Construction Division
owners representative services


Gregg A. Blackstone
Director, Construction Services



WINTHROP AND NATHAN HALE MAGNET ELEMENTARY SCHOOLS NEW LONDON, CT

CREC was brought in 2011 to manage the Winthrop and Nathan Hale Magnet school projects during the construction phase. The impact on the projects was immediate, as we brought the architect and construction manager together in order to complete the projects on time. We worked deliberately to institute processes and procedures for the building committee to review change orders in a timely manner and worked to ensure the project opened on schedule.

In starting on the project after several years, the CREC team worked forensically to put together the paperwork required for submission of an SCG049F and subsequent audit. We worked directly with the Board of Education and City finance departments to fix the general ledger to account properly for the costs on the project.

Client

City of New London

Assignment

Program Management

Services

Financial Analysis
Construction Administration
CT SCG Administration
Schedule Management
FF&E Planning & Oversight
Project Accounting
Post-Occupancy Closeout

Project Facts

- Extension, Alteration, Energy Conservation and Code Violation
- Occupied Site
- 20 Month Schedule
- 70,000 sq
- Original and final budgets \$28M and \$31M
- Original and final completion dates S:2013 and S:2014
- CFI High Performance
- Closeout Audit

Designer

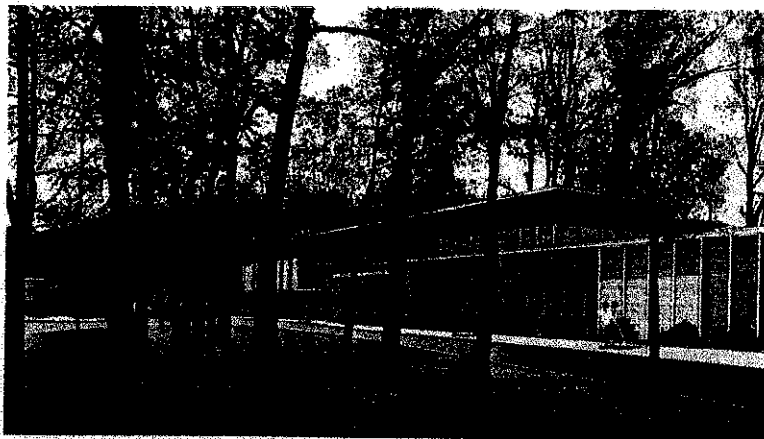
Lai Saw Kim Partners

CM at risk

Fusco Corporation

Owner Reference:

Michael Passero
Mayor
City of New London
181 State Street
New London, CT 06320
860-447-5201
mpassero@ci.new-london.ct.us



VERNON CLEAVES VO-AG CENTER WALLINGFORD, CT

CREC was hired in 2007 to provide Owner's Representative services for a new vocational agricultural center at Lyman Hall High School in Wallingford, CT. Construction phase services included preparing of sub consultant RFP's, managing the design process for submission to the DAS, managing the contract negotiations with the CM and Owner, preparing and submitting to DAS required approvals on behalf of the Town of Wallingford, overseeing and managing the construction process on behalf of the School Building Committee. The building received a certificate of occupancy in December of 2009 and was \$1M under budget.

The CREC team's services were expanded in 2011 to put together the paperwork required for submission of an ED049F and prepare for subsequent audit. We worked directly with the Board of Education and town finance departments to ensure that records necessary to complete the audit were properly organized, that accounting records accurately reflected project fund commitments and expenditures, and that the town was supported during the audit.

Client

City of Wallingford

Assignment

Program Management

Services

Financial Analysis
Construction Administration
CT SCC Administration
Schedule Management
H&E Planning & Oversight
Project Accounting
Post-Occupancy Closeout

Project Details

- New/Vo-Ag
- Occupied Site
- 24 Month Schedule
- 72,000 sq ft
- Project Budget - \$2.8M
- Completion dates:
construction - 12/2010,
closeout - 7/2015
- Closeout/Audit

Designer

Lai Soe Kim Partners

CM at Risk

KBE Building Corporation

Owner Reference:

Mr. James Bowes, Comptroller
Wallingford Town Hall
45 South Main Street
Wallingford, CT 06492

203-294-2293



Banning Rauls

Finance Officer



Banning Rauls joined the CREC Construction Services team in 2013, bringing with him 18 years of experience in financial analysis, internal controls execution, and financial reporting. He has worked extensively with the staff at the State Office of School Facilities, preparing SCG046 submittals along with supporting comprehensive financial documentation. Banning has participated in CREC's process strategies that address minimizing change orders to control overall project costs. His experience as a controls accountant centered on assuring compliance with contractual agreements and proper payment processing with full backup.

Education

University of Connecticut:
Masters of Business
Administration

**Central Connecticut
State University:**
Bachelor of Science;
Finance

**Licenses and
Certifications**
OSHA 30: Safety Training
Certificate

Banning was a team leader in the implementation of our SharePoint construction document/content repository, a key component in our audit/closeout readiness strategy. He has also developed and implemented a test audit procedure that all CREC Magnet School projects undergo before submittal of the SCG049F, and has participated in several closeouts for our clients.

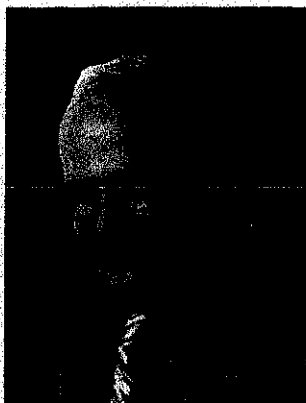
Experience

CREC Projects

- Academy of Aerospace and Engineering, Windsor, CT - \$81,000,000
- Public Safety Academy, Enfield, CT - \$66,500,000
- Academy for Science and Innovation Magnet School, New Britain, CT - \$64,500,000
- Discovery Academy, Wethersfield, CT - \$51,000,000
- Museum Academy - \$45,000,000
- Two Rivers High School - \$110,000,000
- Arts Academy Elementary School - \$45,000,000
- Arts Academy Middle School - \$75,000,000
- 2014-2015 Temporary Sites Build-out - \$15,000,000
- Connecticut River Academy, East Hartford, CT - \$57,300,000
- Benrie Dover Jackson Middle School, New London, CT - \$50,000,000
- Academy for Advanced Design and Technology, East Hartford, CT - \$40,000,000
- Stratford High School, Stratford, CT - \$126,000,000
- West Haven High School, West Haven, CT - \$129,000,000

Project Closeout

- International Magnet School for Global Citizenship, South Windsor, CT - \$33,000,000
- Reggio Magnet School for the Arts, Avon, CT - \$30,000,000
- Lyman Hall High School/Vocational Agricultural Center, Wallingford, CT - \$27,680,428



Justino Penna

Closeout Specialist

Justino Gus Penna, former Assistant Superintendent for Business, Avon Public Schools, Avon, Ct. Following his retirement from Avon, Gus served as interim business administrator in several Connecticut School Districts including Granby, Torrington, Derby, Canton, Colchester and more recently CREC. While employed by CREC in the School Construction Office he was actively involved and directed close out of CREC's building projects as well as Wallingford, Southington and East Windsor School Districts.

Education and Certifications

University of Massachusetts

Advance Graduate Study in
Administration

Boston College

M.Ed. in Secondary
Education

American International College

Bachelors of Economics

085 School Business
Administration

095 Professional Education
Certification

Gus has had extensive experience in all phases of school construction from the development and preparation of Educational Specification to the close out and auditing of projects. His most recent experience has focused around the last and most important step in school construction, i.e. the close out and audit of the Building Project.

Experience

CREC Projects

- Public Safety Academy, Enfield, CT - \$66,500,000
- Medical Professions and Teacher Preparation Magnet School, New Britain, CT - \$64,500,000
- Metropolitan Learning Center, Bloomfield, CT - \$32,000,000
- University of Hartford Magnet School, Hartford, CT - 28,000,000
- John J. Allison, Jr. Polaris Center, East Hartford, CT - 19,000,000
- River Street School Pavilion, Windsor, CT - \$150,000
- Avon High School, Avon, CT - \$17,000,000
- Pine Grove Elementary School, Avon, CT - \$22,000,000
- Avon Middle School, Avon, CT - \$14,000,000

Project Closeout

- CREC Metropolitan Learning Center, Bloomfield, CT - \$34,148,713
- CREC River Street School, Windsor, CT - \$3,598,608
- CREC Soundbridge, Wethersfield, CT - \$4,818,418
- Thalberg School, Southington, CT - \$11,235,339
- Strong School, Southington, CT - \$10,588,762
- Hatton School, Southington, CT - \$11,510,595
- 10 Wallingford School Building Projects 1999, Wallingford, CT - \$60,428,084
- Lyman Hall High School/Vocational Agricultural Center, Wallingford, CT - \$27,680,428

Project Approach

CREC Construction Services proposes the following closeout services in preparation for the upcoming State project grant audit; including but not limited to:

- Collect and assemble all required and related documents for state audit into one location within the town. This requires full access to all building construction records and files
- Verify that all expenditures for the building project have been paid and there are no outstanding invoices or payments to be made
- Review General Ledger, project ledger or other related ledgers of project costs including Cash Disbursement Journals, payment vouchers, paid invoices, etc.
- Review all contracts including, but not limited, to architect, engineering, furniture and equipment including competitive bidding summaries and contract award
- Review and verify Building Committee minutes
- Verify that all building construction change order have been submitted and responses received from the Department of Administrative Services
- Verify documentation supporting construction project costs including: construction contract with bid specification; evidence of public bidding; bidding summaries for contracts; contractors' application for payment including subcontractor invoice
- Review documentation of site acquisition costs including closing statements and land/or building appraisals
- Review projected enrollment data that supports the highest eight year projected student enrollment figure submitted to the State Department of Education
- Review documents that support the gross floor area taken for architectural drawing that identify existing and new floor area
- Verify and review the official statements for any and all bond issues for the project
- Review all correspondence files , especially communication to DAS and State Department of Education
- Review submitted close out documentation submitted to the DAS including Ineligible Cost Worksheet (ICW), SCG046, and SCG049F
- Prepare and submit a binder of CLOSE OUT DOCUMENTS that will highlight all the documents assembled for the DAS audit
- Track down and assemble missing documents, review all reimbursement calculation including review all change orders in detail to determine correct eligible/ineligible classification



- Efforts will be directed at ensuring accuracy of documents and maximizing the reimbursement to the town/Board of Education

Exclusions/Additional services not included above:

- Assist the town during the audit findings contest phase (six months following issuance of audit findings)
- Examination of eligibility of land acquisition costs for reimbursement

Fee

Our fee for the scope of closeout services listed above is \$35,000. Additional services are available, with fees negotiable. Reimbursable expenses, including but not limited to travel expenses, will be charged based on supporting documentation, not to exceed \$2,000.