

Meeting Minutes

Project: OXFORD MIDDLE SCHOOL
CT Project #108-0043 N

Subject: Oxford School Building Committee
Date: January 9, 2019, 7:00 PM
Location: Oxford Public Library

Committee Members Present:

Kerry Mizak, Robert Slie, Dean Golembeski, Jeffery Dilulio, Richard Krueger, Diamond Rosa, Kathy Johnson, Ethan Stewart, Herman Schuler

Committee Members Absent:

Marcelina Fernandes

Others in Attendance:

Ana Ortiz (OPS), Anthony Hibbert (OMS), Scott Flaherty (BOS), Karen DePersia (CSG), Justin Hopkins (Tecton), Daniel Hetzler (O&G)

Call to Order: 7:00 PM

Pledge of Allegiance and Roll Call

1. **Public Comment:** None.
2. **Approval of Meeting Minutes from December 12, 2018 regular meeting:**
Motion to approve by D. Rosa, motion seconded by K. Johnson. The motion carried unanimously, with noted amendments.
3. **Approval of Invoices:**
 - A. Tecton Architects Invoice #41542 was submitted to the committee for approval. A motion to approve was made by K. Johnson, the motion was seconded by H. Schuler. The motion carried unanimously.
 - B. O & G Invoices #101 and #102 were submitted to the committee for approval. A motion to approve was made by K. Johnson, the motion was seconded by H. Schuler. The motion carried unanimously.
4. **Architect's Report:**
 - A. Inland Wetlands: The project has received approval from the Oxford Conservation Commission / Inland Wetlands Agency with minor conditions.
 - B. Planning and Zoning: The project received approval from the Oxford Planning and Zoning Department however, due to a wording error, the P & Z will approve again at the next scheduled meeting on January 15 with corrected language.
 - C. DEEP: Additional soil samples will be provided to DEEP at their request.
 - D. Design:
 1. The architect met with the school Principal to further develop individual room details.
 2. The architect is continuing to work with the Food Service consultant 'Whitsons', to develop kitchen/servery requirements. The consultant has approved the Architect's plans with minor comments.
 3. The Architect will schedule a meeting for technology, access control, and security.

- E. Office of School Construction Grants: The project team attended a Design Development Review (DDR) with OSCG on December 12. The Team will follow-up with additional sub-surface data requested. The OSCG requested a meeting with the OPS district to discuss future district-wide plans. The meeting is scheduled for 1/16/19.

5. Budget Report:

- A. The architect and construction manager presented a comprehensive budget review. The reconciliation process between two cost estimates as well as further cost development efforts were explained.
- B. A list of value engineering (VE) items that have been applied to the cost estimate were explained. Application of the VE list resulted in the project currently at +/- \$ 279,000 over budget. The cost estimate does not impact existing contingencies. The Team is confident with further refinements, more definitive pricing and reconciliation between the estimators, the budget can be reached.
- C. A list of possible add/alternate items were discussed. These options would be bid separately, allowing the Owner to determine affordability after bidding.
- D. A question regarding the quality of the HVAC system was asked. Both Tecton and O&G responded that the specified chilled beam system is not the most expensive option and is recommended as the most efficient long-term solution for the Town.
- E. Another question regarding the possibility of less expensive infrastructure savings was asked. The project schedule does not allow time to revisit those items. The building design and value engineering incorporates the most practical long-term systems.

6. Schedule:

O&G reviewed the project schedule, identifying milestones and explaining the bidding process. A Pre-bid Conformance Review (PCR) will be required with the OSCG prior to going out to bid. The June 1, 2019 start date is still in place. A request was made to present an overview of the project to the Board of Education prior to their state requirement to sign off on it. CSG will coordinate a presentation to the BOE.

7. Motion to adjourn:

A motion to adjourn was made by H. Schuler at 9:45, and was seconded by K. Johnson. The motion carried unanimously.

NOTE: Next meeting to be held January 23, 2019 at the Oxford Public Library at 49 Great Oak Road at 7:00 PM.

Submitted by:



Karen DePersia
Owner's Project Manager, CSG

19 JAN 25 PM 2:19
TOWN OF OXFORD, CT
OFFICE OF THE TOWN CLERK
TOWN CLERK

These minutes are assumed to be an accurate account of the items discussed. Any exceptions or omissions are to be communicated to CSG within 5 business days. After 5 business days the minutes will be considered an accurate account, and entered into the project records.