

Meeting Minutes

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

Subject: Oxford School Building Committee
Date: February 27, 2019, 7:00 PM
Location: Oxford Public Library

Committee Members Present:

Kerry Mizak, Robert Slie, Dean Golembeski, Richard Krueger, Kathy Johnson, Ethan Stewart, Herman Schuler, Marcelina Fernandes

Committee Members Absent:

Jeffrey Dilulio, Diamond Rosa.

Others in Attendance:

Ana Ortiz (OPS), Anthony Hibbert (OMS), Susan O'Brien (BOE), Karen DePersia (CSG), Justin Hopkins (Tecton), Ernesto Nepomuceno (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 February 13, 2019 regular meeting:**
Motion to approve by H. Schuler, motion seconded by M. Fernandes. The motion carried unanimously.
3. **Approval of Invoices:**
 - A. Tecton Architects Invoice #41762 was submitted to the committee for approval. A motion to approve was made by R. Krueger, the motion was seconded by H. Schuler. The motion carried unanimously.
 - B. O & G Invoices #103 and #104 were submitted to the committee for approval. A motion to approve was made by H. Schuler, the motion was seconded by R. Krueger. The motion carried unanimously.
4. **Permitting and Fees Approval:**
 - A. Two DEEP permit applications and associated fees were presented to the committee for approval.
 1. Sewer general permit, fee \$1,625.
 2. Stormwater general permit, fee \$625.A motion to approve was made by H. Schuler, the motion was seconded by M. Fernandes. The motion carried unanimously.
5. **Architect's Report:**
 - A. Exterior elevations were reviewed showing increased areas of brick and refined patterning resulting from previous meeting input.
 - B. Interior building finishes were reviewed. The architect noted that accent walls have been designated to receive a school accent color. Final decisions for 1. School name, 2. School mascot, and 3. School accent color(s) need to be provided to the architect prior to bidding.

6. Construction Manager Report:

- A. The CM presented a Site Logistics and Fencing Plan, and Temporary Power/Utility Plan for the project site. The CM explained site mobilization, work timeline and key tasks to be completed before the start of school. The CM assured the committee O&G superintendent and project manager will maintain daily contact with school principals to address school needs throughout construction.
- B. The CM recommended engaging Eversource early due to long lead time required to facilitate bringing electricity to the site. It was also recommended that the Town purchase septic tanks directly prior to bidding due to long lead time. The CM will investigate potential warranty issues if septic tanks are purchased directly.

7. Budget Report:

- A. Cost reconciliation was presented by the architect. The budget is currently \$344,594 above the budget or .92%. The team feels this puts the project in a strong position for bidding.
- B. The committee was asked to vote to approve a list of cost alternates to be included in bidding. This would enable the project to make further reductions if needed, as well as provide an opportunity for upgrades should bidding results fall below the budget.
A motion to approve was made by K. Johnson, the motion was seconded by H. Schuler. The motion carried unanimously.

8. Energy update:

H. Schuler indicated a possible contract with the gas company could be executed as soon as October 2019. If this were to take place, gas could be available to the schools July 2020.

9. Schedule Update:

- A. Upcoming important dates were identified: PCR review with CT DAS OSCG; March 20, Project presentation to the Board of Education March 6, possibly at 6 pm.
- B. Formal approval of the project design and budget by the Board of Education and Building Committee will be needed prior to the OSCG meeting 3/20.

10. Motion to adjourn:

A motion to adjourn was made by M. Fernandes at 8:48, and was seconded by K. Johnson. The motion carried unanimously.

NOTE: Next meeting to be held March 13, 2019 at the Oxford Public Library at 49 Great Oak Road at 7:00 PM.

Submitted by:

Karen DePersia

Karen DePersia
Owner's Project Manager, CSG



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TOWN OF OXFORD, CT
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.