

# Meeting Minutes

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

**Subject:** Oxford School Building Committee  
**Date:** August 12, 2020, 7:00 PM  
**Location:** Remote Google Meet

## **Committee Members Present:**

Robert Slie, Jeffrey DiIulio, Marcelina Fernandes, Dean Golembeski, Rich Krueger, Kerry Mizak, Herman Schuler, Diamond Rosa, Ethan Stewart

## **Others in Attendance:**

Gus Kotait (O&G), Karen DePersia (CSG), Justin Hopkins (Tecton), Robert Miller (OPS-Assistant Superintendent), Kristyn Rosa (Administrative Assistant-online host)

1. **Call to Order:** 7:04 PM
2. **Pledge of Allegiance and Roll Call**
3. **Public Comment:**  
None

## 4. **Approval of Minutes From July 22, 2020 Regular Meeting:**

Motion to approve by H. Schuler. Motion seconded by R. Krueger. The motion carried with R. Slie, J. DiIulio, M. Fernandes, D. Golembeski, D. Rosa, and E. Stewart. K. Mizak abstained.

## 5. **Approval of Invoices/Contract Change Orders/Proposals:**

A motion to approve Invoice #006646 from Colliers Project Leaders in the amount of \$2,169.97, was made by K. Mizak. Motion seconded by R. Krueger. The motion carried unanimously.

A motion to approve two invoices from Tecton Architects; Invoice #43090 for \$35,783.50, Invoice #43150 in the amount of \$52,726.00, was made by E. Stewart. Motion seconded by M. Fernandes. The motion carried unanimously.

A motion to approve Invoice #1791 from MultiVista in the amount of \$876.00, was made by H. Schuler. Motion seconded by R. Krueger. The motion carried unanimously.

A motion to approve eleven invoices from School Specialty for smallware items; Invoice #208125460251 for \$1,530.35, Invoice #208125469629 for \$935.92, Invoice #208125482464 for \$935.96, Invoice #208125442554 for \$8,002.73, Invoice #208125451993 for \$571.36, Invoice #208125514991 for \$752.54, Invoice #208125571142 for \$1,279.72, Invoice #208125645290 for \$1,607.20, Invoice #208125606358 for \$1,814.95, Invoice #1594 for \$11,779.16, Invoice #208125587579 for \$2,519.43, was made by H. Schuler. Motion seconded by E. Stewart. The motion carried unanimously.

A motion to approve five invoices from McKesson for the nurse suite; Invoice #01195734 for \$239.16, Invoice #02167201 for \$167.48, Invoice #02911800 for \$34.91, Invoice #01457791 for \$984.58, Invoice #01807857 for \$129.74, was made by H. Schuler. Motion seconded by K. Mizak. The motion carried unanimously.

A motion to approve Invoice #7745 from Dell for technology in the amount of \$5,054.00, was made by H. Schuler. Motion seconded by K. Mizak. The motion carried unanimously.

A motion to approve Invoice #91836048 from MakerBot Industries LLC for (2) 3D printers in the amount of \$4,045.25 was made by R. Krueger. Motion seconded by H. Schuler. The motion carried unanimously.

A motion to approve Invoice #2556 from Synacktek LLC for technology hardware in the amount of \$402.00 was made by H. Schuler. Motion seconded by E. Stewart. The motion carried unanimously.

A motion to approve two invoices from SHI(IT) for technology; Invoice #B12021646 for \$411.20, Invoice #B12031510 for \$2,072.80, was made by K. Mizak. Motion seconded by J. DiIulio. The motion carried unanimously.

A motion to approve Application for Payment #14 from O&G in the amount of \$2,345,048.34, was made by J. DiIulio. Motion seconded by H. Schuler. The motion carried unanimously.

A motion to approve the following Construction Change Order Proposals from O&G was made by H. Schuler. Motion seconded by J. DiIulio. The motion carried unanimously.

- Contract Change Order #PCO 69 in the amount of \$5,707.00, from CM contingency, for supplying and installing (4) addressable relays for emergency shut off of gym fans when fire alarm is triggered.

- Contract Change Order #PCO 70 in the amount of \$3,252.00, from CM contingency, for (6) additional hand dryers in single toilets per RFI 332 response.

- Contract Change Order #PCO 71 in the amount of \$1,688.00, from CM contingency, for covering the exposed column in the gym with masonry per RFI 331.

- Contract Change Order #PCO 72 in the amount of \$1,942.00, from CM contingency, for adding a window between the nurse's office and the exam room for supervision and safety.

- Contract Change Order #PCO 73 in the amount of \$7,499.00 from CM contingency for added ceiling soffits to cover exposed steel beams and lower ceilings due to above ceiling mechanical items that were not resolved during MEP coordination process.

- Contract Change Order #PCO 74 in the amount of \$1,300.00 from CM contingency for substituting the white oak trees with a larger size due to availability and procurement per RFI 364.

## **6. Reports From Contractor/Consultants:**

G. Kotait (O&G) shared Monthly Progress Report No. 13 through July 2020, including photos of the inside and outside of the building. The CM contingency is currently \$583,119.

K. DePersia (CSG) informed the committee that things are going well during this busy time. Everyone is being cooperative. She will contact the state to inquire about any reimbursement for outdoor learning spaces.

J. Hopkins (Tecton) indicated that the committee might want to revisit adding more plantings to certain areas outside the building. Boulders from the site were moved by Guerrera Construction to be used as front landscape buffers. J. Hopkins and G. Kotait mentioned that stop signs will be placed on Governors Hill Road in approximately one week to create a three-way stop. J. Hopkins will inquire about placing signs prior to this new traffic pattern to warn drivers. Additional information was shared regarding outdoor learning spaces. The committee is interested in pursuing this option further, so more information will be brought to the committee at the next meeting.

## **7. Adjourn:**

A motion to adjourn was made by H. Schuler at 8:23 PM. the motion was seconded by K. Mizak. The motion carried unanimously.

**NOTE:** Next meeting to be held remotely on September 9, 2020 at 7:00 PM.

Respectfully submitted,

Kerry Mizak  
Recorder

