

# Meeting Minutes

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

**Subject:** Oxford School Building Committee  
**Date:** September 9, 2020, 7:00 PM  
**Location:** Remote Google Meet

## **Committee Members Present:**

Robert Slie, Jeffrey DiIulio, Marcelina Fernandes, Dean Golembeski, Kerry Mizak, Herman Schuler, Ethan Stewart

## **Committee Members Absent:**

Rich Krueger, Diamond Rosa

## **Others in Attendance:**

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

1. **Call to Order:** 7:11 PM
2. **Pledge of Allegiance and Roll Call**
3. **Public Comment:**  
None

## **4. Approval of Minutes From August 26, 2020 Regular Meeting:**

Motion to approve as amended by H. Schuler. Motion seconded by E. Stewart. The motion carried unanimously.

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

A motion to approve Invoice #123 from Construction Solutions Group (CSG) in the amount of \$38,007.12, was made by K. Mizak. Motion seconded by H. Schuler. The motion carried unanimously.

A motion to approve Invoice #4303-O from Independent Materials Testing Labs, Inc. in the amount of \$11,594.38, was made by J. DiIulio. Motion seconded by E. Stewart. The motion carried unanimously.

A motion to approve Invoice #120-015655 from William B. Meyer Move Services in the amount of \$32,744.00, was made by J. DiIulio. Motion seconded by H. Schuler. The motion carried unanimously.

A motion to approve Invoice #34008 from Robert H. Lord Company Inc. in the amount of \$182,366.74, was made by H. Schuler. Motion seconded by J. DiIulio. The motion carried unanimously.

A motion to approve two invoices from Grainger; Invoice #9631567543 for \$326.38, Invoice #9630868462 for \$1,622.30, was made by E. Stewart. Motion seconded by H. Schuler. The motion carried unanimously.

A motion to approve Invoice #9002639652 from Matrix Fitness (Johnson) in the amount of \$20,101.00, was made by K. Mizak. Motion seconded by H. Schuler. The motion carried unanimously.

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

A motion to approve Invoice #108948 in from OFI Contract Interiors in the amount of \$23,028.34, was made by M. Fernandes. Motion seconded by K. Mizak. The motion carried unanimously.

A motion to approve Application for Payment #15 from O&G in the amount of \$1,711,909.23, was made by E. Stewart. Motion seconded by J. DiIulio. The motion carried unanimously.

A motion to approve Contract Change Order #PCO 85 from O&G in the amount of \$2,157.00, for line marking revisions for the parent drop off in QFS parking per staff request, was made by H. Schuler. Motion seconded by J. DiIulio. The motion carried unanimously.

Approval for Contract Change Order #PCO 86 from O&G in the amount of \$15,910.00, to add a fence between QFS and OMS per staff request (rock drilling is excluded from PCO) was tabled. Dr. Miller will set up a site walk through for committee members, as well as the QFS principal to discuss further.

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 87 in the amount of \$1,317.00, from CM contingency, to add an inline dryer booster fan per MEP Bul 19 (electrical work will be quoted separately)

- Contract Change Order #PCO 88 in the amount of \$585.00, from CM contingency, to add one hand dryer for the kitchen toilet

- Contract Change Order #PCO 89 in the amount of \$1,467.00, from CM contingency, to add joint sealant at the west curtainwall joints to close the gap between brick and aluminum

- Contract Change Order #PCO 90 in the amount of \$4,308.00, from GMP allowance, to add Way finding Signage per PR 020

- Contract Change Order #PCO 91 in the amount of \$1,114.00, from CM contingency, to add Spring loaded indicators on fire hydrants per FM request

Approval for Contract Change Order #PCO 92 from O&G in the amount of \$15,027.00, from CM contingency, to add fencing around propane tanks per FM request (rock drilling is excluded from PCO) was tabled until further discussion takes place with the fire marshal.

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

G. Kotait (O&G) shared Monthly Progress Report No. 14 through August 2020, including photos of the school building on the first day of school. As of this report, available funds are \$477,476.00.

J. Hopkins (Tecton) informed the committee that he will have cost and designs regarding exterior canopy. The school building sign had to be removed and relocated to allow for better visibility. Ponding on the baseball field is being addressed, and there needs to be modifications to the fields to better meet the needs of the players.

K. DePersia (CSG) received a response from the state indicating COVID claims would not be reimbursed. She is finishing up with FF&E, tracking invoicing, and collecting punch list items from staff.

#### **7. Adjourn:**

A motion to adjourn was made by J. DiIulio at 9:02 PM. The motion was seconded by M. Fernandes. The motion carried unanimously.

**NOTE:** Next meeting to be held remotely on Wednesday, September 23, 2020 at 7:00 PM.

Respectfully submitted,

Kerry Mizak-Recorder