

Meeting Minutes

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

Subject: Oxford School Building Committee
Date: October 14, 2020, 7:00 PM
Location: Remote Google Meet

Committee Members Present:

Robert Slie, Jeffrey DiIulio, Marcelina Fernandes, Dean Golembeski, Rich Krueger, Kerry Mizak, Diamond Rosa, Herman Schuler, 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: 7:01 PM

Pledge of Allegiance and Roll Call

2. Public Comment:

None

3. Approval of Minutes From September 23, 2020 Regular Meeting:

Motion to approve by D. Golembeski. Motion seconded by H. Schuler. The motion carried unanimously.

4. Set Calendar For 2021

M. Fernandes will create a calendar for 2021 with meetings held on the second Wednesday of every month.

5. Chairman's Report:

R. Slie met with First Selectman George Temple to discuss outside learning canopies. Mr. Temple suggested the committee put together a proposal for BOS approval.

Mr. Temple also recommended looking into adding additional barriers for safety and security reasons.

R. Slie shared that the school sign still does not meet site line requirements.

A motion to approve the demolition of the existing school sign base, with foundation remaining underground, and sign not to be replaced on the property was made by H. Schuler. Motion seconded by K. Mizak. R. Slie, J. DiIulio, M. Fernandes, D. Golembeski, D. Rosa and E. Stewart voted in favor.

R. Krueger opposed. The motion carried.

Open House for Oxford Middle School will be held on Saturday, October 24, 2020, 9 am-12 pm.

6. Approval of Invoices/Contract Change Orders/Proposals:

A motion to approve the following three consultant invoices was made by H. Schuler. Motion seconded by J. DiIulio. The motion carried unanimously.

-Invoice #4303-P from International Materials Testing Labs, Inc. (IMTL) in the amount of \$1,690.00

-Invoice #43296 from Tecton Architects in the amount of \$17,985.00

-Invoice #124 from Construction Solutions Group, LLC (CSG) in the amount of \$25,527.12

A motion to approve the following FF&E and technology invoices was made by J. DiIulio. Motion seconded D. Rosa. The motion carried unanimously.

-Seven invoices from Kittredge for smallware kitchen items; Invoice #316452 for \$8.44, Invoice #316434 for \$38.58, Invoice #315217 for \$4,447.61, Invoice #315216 for \$3,066.37, Invoice #316428 for \$7.92, Invoice #316435 for \$438.42, Invoice #315864 for \$38.58

-Invoice #9016 from Insalco Corporation, for music: chairs, stands, risers, podium, in the amount of \$20,429.90

- Invoice #837664 from Red Thread, for classroom furnishings, in the amount of \$227,421.43
- Two invoices from Grainger for smallwares; Invoice #9654307876 for \$93.72, Invoice #9612344250 for \$15,331.86 (scissor lift)
- Invoice #59470 from RnB Enterprises, for IT hardware, in the amount of \$384.50
- Invoice #10403664016 from Dell, for additional monitors, in the amount of \$3,119.80
- Three invoices from Synacktek LLC, for phone system and associated equipment; Invoice #2520 for \$25,284.55, Invoice #2593 for \$11,730.46, Invoice #2521 for \$140,410.52

A motion to approve Application for Payment #16 from O&G in the amount of \$442,470.79, was made by H. Schuler. Motion seconded by J. DiIulio. The motion carried unanimously.

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

- Contract Change Order #PCO 96 in the amount of \$1,767.00, from CM contingency, for relocating the stop sign and stop bar at the Great Oak Rd. and Hogsback Rd. intersection per RFI 385
- Contract Change Order #PCO 97 in the amount of \$807.00 credit to Owner Contingency, for deleting the (2) industrial coffee machines per RFI 373
- Contract Change Order #PCO 98 in the amount of \$1,183.00, from CM contingency, for fabrication and installation of sneeze guard for cashiers per health department due to COVID 19 pandemic
- Contract Change Order #PCO 99 in the amount of \$3,722.00 credit to Owner Contingency, for patching and touch up paint per GMP allowance
- Contract Change Order #PCO 100 in the amount of \$2,624.00, from CM contingency, for adding two (2) teacher stations in Rooms A144 & A162 to match the desk locations
- Contract Change Order #PCO 101 in the amount of \$3,682.00, from CM contingency, for modifications to stair 3 & 4 rails extensions due to coordination with aluminum and wall locations
- Contract Change Order #PCO 102 in the amount of \$300.00, from CM contingency, for adding window film WF-1 at door A063 for security per PR 21
- Contract Change Order #PCO 103 in the amount of \$2,315.00, from CM contingency, for connecting the media center fan to the fire alarm system per RFI 381

7. Reports From Contractor/Consultants:

G. Kotait (O&G) shared Monthly Progress Report No. 15 through September 2020, As of this report, available funds are \$477,791.00. There are some placeholders that may go back to CM contingency.

K. DePersia (CSG) is planning a meeting with Superintendent Dr. McKinnon and Assistant Superintendent Dr. Miller to discuss staff equipment and punch list staff items. Interstate installed alternate desktops to start the school year, and are now replacing them for the next few weeks. The kiln is scheduled to arrive in November, but Karen is attempting to get additional information from the company.

J. Hopkins (Tecton) reviewed the weight limits of the outside learning canopies as some committee members questioned their safety. The estimates are \$63,298.00 for the canopy outside of the cafeteria, and \$67,548.00 for the canopy outside of the media center.

A motion to finalize the cost and purchase of the two (2) outside learning canopies was made by H. Schuler. Motion seconded by D. Rosa. The motion carried unanimously.

8. Adjourn:

A motion to adjourn was made by H. Schuler at 8:30 PM. The motion was seconded by J. DiIulio. The motion carried unanimously.

NOTE: Next meeting to be held remotely on Wednesday, October 28, 2020 at 7:00 PM.

Respectfully submitted,

Kerry Mizak, Recorder

