

WWMS Building Committee
January 31, 2019
6p.m.

Present: Mary Bartolotta, John Giuliano, Christopher Drake, Richard Pelletier, Kirstyn Byrd, Stephen Zarger, John Phillips, Ted Raczka, Sheila Daniels

Absent: Philip Pessina and Gene Nocera.

Also Present: Randall Luther, Christine O'Hare, Ryszard Szczypek representatives of TSKP, Mark Jepko, O & G, Daniel Hetzler, O & G

3 members of the public

Called to Order: Mr. Drake calls the meeting to order at 6:06 p.m.

Vice Chair Drake states we have a new member today and asks everyone to introduce themselves.

Public Comment:

Vice Chair opens public comment at 6:10 p.m. Amy Waterhouse states the website at Middletown BOE is not easy to find and the links to the city from the BOE site were not working. For the public sake meeting information should be easier to find.

Patrick McKenna said we could do better in finding the material. He finds it difficult to find the material. He wants to learn about the commissioning agent, the charette, working as rep as Clean Energy Task Force to help prioritize some of the items for the building.

Hearing no further comments from the public, the Vice Chair closes public comment at 6:12 p.m.

Minutes Approval

Vice Chair asks for a motion to approve the minutes of November, 2018. Mr. Pelletier moves them for approval and is seconded by Mr. Giuliano. There is no discussion. The Chair calls for the vote and it is unanimous to approve. Chair Bartolotta and Mr. Raczka are not in the room.

Mr. Phillips moves to approve the minutes of the special meeting of Dec. 17, 2018 Mr. Giuliano seconds. No discussion. The vote is called and it is unanimous to approve. The Chair and Mr. Raczka are not in the room.

Vicer Chair states the motions carry.

Approval Invoice #7

Vice Chair Drake states there are two invoices awaiting approval, invoice #7 and Invoice #8 both for \$290,000 and there is the approval for PO to pay for expenses from the administration line item.

Mr. Szczypek states they are a third of the way through the design phase and we are about a month away from completing the design specifications. We have about 190 drawings for all aspects as well as specifications. When done with construction docs it will be over 200 drawings and will work with O & G.

Vice Chair Drake asks for motion to approve invoice 7; Mr. Pelleieir moves Invoice #7 for approval and Mr. Phillips seconds the motion. Vice Chair asks if there are any questions or discussion. Hearing none, he calls for vote. It is to approve. The Chair states the motion carries. Chair Bartolotta and Mr. Raczka are not in the room.

Approval Invoice #8

Mr. Giuliano moves invoice #8 for approval and is seconded by Mr. Phillips. There is no discussion. The vote is called and it is unanimous to approve. The Vice Chair states the motion carries. Chair Bartolotta and Mr. Raczka are not in the room.

Noted for the Record

Chair Bartolotta and Ted Raczka enter the meeting.

Approval PO, TSKP for expenses from the administration line

Vice Chair Drake asks for an explanation of the next item "Approving a Purchase Order for \$1,500 from the Administration line item for TSKP to cover reimbursable expenses." Staff Norwood state Finance would like to have a purchase order in place to pay the reimbursable expenses for TSKP; since there may be others, they advised to set up a line for more than the current expenses so they can be paid in a timely fashion. These are expenses that, under the contract are reimbursable and are not covered by the other lines in the contract purchase order. Mr. Pelletier moves the PO for \$1,500 for TSKP for expenses to be paid from the administration line for approval. Chair Bartolotta seconds the motion. There is no discussion. The vote is called and it is unanimous to approve. The Vice Chair states the motion carries.

TSKP UPDATE

Mr. Szczypek explains that he is going through the drawings. He can send them and can have them printed and available to the BOE for the committee to review. Ms. O'Hare states the objective for this set is to start the pricing with O & G and are a snapshot in time and gave them what we have and we will be working with them to prepare the estimate. The plans need to be modified during that time and her suggestion is if we print a set we wait one more month and it would reflect a better set.

Anyone wants to see them, they are a work in process. We will be focusing on pricing items and we will take some of the information from meetings to incorporate them into the documents.

Chair Bartolotta states her question is knowing the information she received, where are you at with those conversations. You don't have all you need, are you done with the conversations, or are you still working on everyone's concerns and suggestions. Ms. O'Hare responds we have some issues on custodians and we are done with the first round of discussions. We have had discussions with all departments including the principals of both schools. We got first reactions to spaces to their needs and quite a few changes came from those meetings and adjusting walls. The overall concept remains the same and areas remain in the same spaces, but we are working on the details of those spaces. Having a plan for them to see is more helpful to make sure we understand what they are saying. We will have a second meeting with those people. Some changes are reflected in the plan and some are not. We are planning on getting those changes. They have a 3D model of the spaces on the computer and they will have meetings with everyone when that happens.

Mr. Szczypek states there were some meetings scheduled with teachers, public, and students to try to envision the future of learning in this institution. I got excited about it. There was a project about getting recipes from their families, they compiled them and cooked them and had a session to share the information. It was wonderful to talk with them and feel their engagement. So we are looking at the school for this type of holistic project; it was exciting and we looked at how the building will support that kind of effort. Randall LUther states how do we translate what they are doing with space in the building for those types of activities. They also discussed individualized spaces and there is a need for small group spaces and they need to be transparent so that you can see what is going on. We are constantly trying to incorporate those types of activities in the space. It has been helpful to hear it and see where they are going. Ms. O'Hare states while meeting with Staff we are meeting with Town Officials for meeting with Planning and Zoning and we know we have to meet with Design Review in town, follow up with Conservation and then follow up with the Energy Committee and the sustainability charrette and we are talking with the town planner and on track to submit mid March and be on the end of March meeting. We are preparing that side of the project. We are planning to submit it to the State in two packages. We want to do demolition and abatement and build temporary structures and that is happening as well. We want to understand what is being demolished and what needs to be replaced. She saw a list from the email that the Chair received. We want to understand what has to be replaced temporarily the spaces that are being demolished. The big goal is the Planning and Zoning approval at the end of March and go to the State with Phase I and go out for demolition. We are meeting with Security Committee monthly; we meet again Feb. 12 and we will have the building official and health inspector and get their input and continue conversations.

Chair asks if everyone is on Board for the 12th; Ms. O'Hare states Marco was working on that and we had a preliminary meeting two weeks ago and most of the people we need to see are scheduled for the 12th. Chair states if you don't have confirmation, let me and the Superintendent know, we will help get it organized. Ms. Daniels states Marco knows who will have to be at the meeting and he is working on it. Ms. O'Hare states it is a lot of people like at the security committee, they need to review Phase I

documents and we thought we could go through this and make changes so when they have to sign off, they will have the information they need. It is not security and safety.

Daniel Hertzler, O & G preconstruction manager, states as Christine mentioned we met with Marco and part of the process is the document stage we have the building footprint and how it will fit on the site and we had to go back to the site to make sure it will fit and work. He met with Marco and from that he developed a site logistic plan. That is the drawing he shared with everyone. As we go through the process, we want everyone to understand the site logistics. This is how the property will look during construction. From this, the construction documents can be made and we will need a timely response from the local officials as we go through the development process until the documents are complete for the Planning and Zoning meeting, we need to have local officials involved.

He explains the drawing and its orientation. We are building all the way to the maintenance drive. When I met with Marco he was told a lot of the busses use Garfield Street, the idea that we can take all the bus traffic out is the best way to work the site. Key elements are morning drop off utilizing Jefferson and there will be a drop off with a sidewalk and new front door. Parent Pickup is not a good spot and he states it needs to be reviewed. We have to increase the width and length of the drive. Another concern is how the students get from the site to the fields; they propose a sidewalk that is outside the construction fence utilizing the Annex parking lot. He shows the limited construction area. The driveway will remain open as a second exit if needed for busses. Marco would like to see the road closure and it needs to be closed for certain events, Marco is looking to shut it everyday and they are willing to move barricades from 6 a.m. to 6 p.m. Chair Bartolotta states we have the letters from the Police Department and they believe in the proposal. Mr. Hertzler continues they created a turn around for people who don't realize the road is closed during the school day. The upper southeast is staff parking and he would use that for parent pickup and will ask Milone MacBroom to build that parking lot. Mr. Drake asks is it Marco's vision to close at the stop sign. Ms. O'Hare replies no; it will be at the driveway where permanent barriers will go. The plan is in a draft stage and is a work in progress. The parking lot does not have enough parking; the need is 75 or 80, but the parking lot is only 45 spaces. We will squeak out a half dozen at the corner of the building and along the annex drive, 20 more. Activities, if you need parent parking after hours, the new lot will be used and where the busses are doing pickup can be marked with stalls for after school activities. This is the best plan going forward for two years during construction. It is important to get right.

With the understanding of State and local review, the preplan of construction is in more detail. John Giuliano asks if they will yank an oil tank there. Mr. Hertzler discusses in addition to demolition, they will put in permanent piping for a storm line; at the other end another stormline and there is a sewer line through the corner and they want to move that as well. J. Giuliano, if you pull that tank, will we have an alternate supply. Mr. Hertzler states he thought it was inactive. J. Giuliano states that tank may supply one boiler in the 500 hallway. There was a temporary tank located outside the hallway and they may put it in again but it is smaller and filled more frequently. There are also oil tanks near the music room and will they be removed. Mr. Hertzler states we will have to have another discussion. John Giuliano states he knows a lot of odd ball information and you can pick his brain. Ms. O'Hare we will have you

included in the discussion. They will jump start into Phase I. Mr. Hertzler states he is looking at cost and critical dates that need to be met. The first is the DDR meeting.

Sheila Daniels states by the annex where you needed to add parking right out to Russell but I don't see it here. Daniel Hertzler states it is not incorporated. Ms. O'Hare states he thought it would be nice in the final design but thought we could put it in now. Mr. Hertzler states the area behind the Annex is not laid out best for laying out parking stalls and if there is a curb cut proposed and it can change the gain and it turns into a driveway off Russell and may look to develop the treed land to add to the scope of the project and if it is important to this group instead of bricks and mortar then we should talk about this. Ms. O'Hare states there are a few options that are being discussed.

John Phillips states has anyone thought about parking near the baseball field and get transportation to and from. Mr. Hertzler states it is that the max workers on site will be 110 to 130 and we have to support parking for that during the project and right now we only have 30 parking spots for them and we are looking at those for construction people. Looking at closing the road means we could use that space for parking, but we are having those discussions. Mr. Drake asks where central office is parking. He explains there are a number of stalls and they are looking to develop parking in front of the building on the lawn.

J. Giuliano, the island and trees will be gone. J. Giuliano states there is another tank in the sidewalk. Mr. Hertzler states we will add that detail. Mr. Drake asks we have to move the kids around the construction site and the blue line is the way around. Ms. Byrd states we will use the right side to get to the field. We use it in the spring and fall if we can get out. Mr. Drake asks how much time to move the kids. Ms. Byrd responds we have 58 minutes and we have enough time but if the schedule is shortened, she is not sure. Mr. Zarger asks why the barrier is so far in. Mr. Hertzler states it was chosen because you can see the yellow, that is the property line with the driveway to the apartments and the driveway to the field and it would allow access to that lot. Ms. O'Hare states they are not sure where will they have their fire drills and we will have to address that. J. Giuliano asks if they go to the field behind the 200 would that be too disruptive. Ms. Byrd thinks that would be a huge distraction. That could be a great place for the fire drills. The language teachers said it is a distraction if people are out there. Mr. Hertzler states there is a tight timeline and Christine confirmed the DDR date which is March 19. Sometimes the OSCG might be overwhelmed if too many people are there. From that we will go for the planned approval date a month later. We only have 39 days to put this work in place. J. Giuliano there is a maintenance area fenced and will that be removed. Mr. Hertzler says yes. Ms. O'Hare states that is something we will discuss with you and where the vehicles will go and that will be part of the plan. Mr. Drake states the white house is that available for anything for parking or extra space. J. Giuliano states there is no parking there. Mr. Drake asks if it will be used. J. Giuliano states cafeteria workers use it. Mr. Drake states when we originally started this project the house was vacant and thought it could be used as a construction office, but it is in use now. Mr. Hertzler states TSKP Studios has kept your calendar and this is a schedule where we have to keep tight control of in order to go to bid. He is part of the bid documents including the PLA and it is going to be put in place. Chair Bartolotta states Ken Biega and I have been meeting with the City Attorney to work out how to go out to bid and the PLA. The City Attorney believes you need a PLA the Mayor wants to have and we

have now been reviewing the materials that were used by the pump station project and we are trying to firm up the language. There is a lot to be done and I know that Ken is working to expedite as much as he can to stay on this timeline and I will share this timeline with the Attorney's office so we don't lose more time. Chair states she asked to have it in writing why a PLA is needed. Mark Jepko states we want the project as competitive as possible to attract as many bidders as possible and we are looking at that language. J. Phillips asks if the Committee will vote on that language. Chair no that is not what the City Attorney said; we discussed the current ordinances and we were told we have a strong mayoral government who wants this and there is not much we can do.

Ms. O'Hare states we have been dealing with demolishing the auditorium and offices and we are discussing what needs to be relocated and what they can live without. It is music programs, guidance and administration. The current thought is a concept diagram that we need to review with officials. We are looking to make the main entrance near the gym and turn that into the admin area. We don't know how much space we need but it involves taking over space and relocating some lockers into the shower areas. She shows the guidance area and where Green will be music. They are discussing a portable for the band practice room. They are looking at a lot of relocation of mechanical and will be documented in Phase 1 documents. J. Giuliano states there used to be portables where the temporary parking lots are and there may be conduits in place for power but it comes off from the boiler you will be removing. There was power there - two panels on the wall to supply the portables you can check to see if they are still there. J. Giuliano asks in the yellow spaces are you creating a hallway. Mr. Hertzler states there is a small one already; they are using a chemistry lab and there will be a corridor. J. Giuliano states there are chemistry tables for rooms built in the 80's and they were capped and any abatement was done was the tiles. You might want to look at the rest of the area. Ms. O'Hare the additional abatement would be in the admin area. Mr. Hertzler states he has done site visits and done traffic surveys. He states parents and kids have been courteous.

Ms. O'Hare has one last item. On the security meeting, one of the topics of discussion that has not been decided is the generator for emergency power. They are getting estimates from just emergency loads so pipes don't freeze, kitchen running up to a full building functioning including air conditioning. What we really need to understand is what the budget will allow. From one extreme to another is about \$1 million. J. Phillips says the state will not pay for a place of refuge; Mr. Luther states we are not calling it that. There is just a generator at the site. Ms. O'Hare states so long as we stay within budget, but it does take from the educational needs. Mr. Luther states the request came in the absence of any costs; the request is look at it and see what the cost is. J. Phillips you have to build it into the plan as well. Mr. Luther states there is probably a compromise. Ms. O'Hare states they haven't seen the numbers. S. Daniels states it is a response you are building a new building and MHS can't serve the whole city and there is no point of refuge on this side of town. It is let's see the cost and talk about it. J. Giuliano states his question is on the blue area front office storage and that is a school store; Ms. O'Hare yes they are aware of that and they are looking at finding a space. J. Giuliano states there is storage below the bleachers in the pool. There is a closet on the right side that houses the air filters and we can put it in the gold mine, the backside of concrete bleachers. Mr. Hertzler states to find storage would be helpful. J. Giuliano states if orange is office area and at the pool entrance, there is a

pool office used for the SRO; Ms Byrd states that is repairers are. Mr. Drake states I am a state employee where we have moved into new buildings and in that and when you construct new space, there is never the same storage as in the old spaces so there has been a big push to scan and discard. There is a state contract for scanning documents because they knew there wasn't storage and you do have to think of it fairly far in advance to get someone to scan the info and it takes a lot of preplanning. Ms. O'Hare states we have to get into that because there is a need for certain paper files. In the meetings they had to have so many years of student records on site. Mr. Drake states that may not be the case; it may be just finding the right way to digitize. Superintendent Conner states have to keep ten years, then you can discard it. J. Giuliano states you might want to ask Marco when he will remove his music from the air handler room in the auditorium. Mr. Drake DAS is coaching other offices for paper reduction plans because they had to go through this. There is a state contractor in place to do this for you.

Chair asks if there are any questions. J. Phillips on the discussion of PLA the MHS building committee, it was contentious on both sides and I would personally like to make a motion to have the City Attorney give us a letter why we need to use a PLA for this project. Mr. Drake seconds the motion. He asks how it effects the estimating of the cost. Mark Jepko, O & G states it's a union company but our advice to owners on smaller municipal project the only risk PLA presents is reduction of bidders for the project. At bid time when you expect 7 or 8 bids, you get 3 or 4; the more bids, the more competitive the bidder for the project. Mr. Phillips states his charge is to deliver a cost effect project and not get into the middle and if the city wants to get in the middle of this, the committee would like the city take the lead on this. Mr. Drake's understanding is the City Attorney's position is a legal requirement and that is what he will say and then the committee would benefit to have it written down. Chair states she requested it but having a formal motion helps. Chair calls discussion. Hearing none, calls for vote. It is unanimous to request a letter from the City Attorney explaining the need for the PLA. The Chair states the motion carries.

Patrick McKenna states he was interested to hear about commissioning agent, sustainability, and charrettes. Decisions are being made that can't be changed and decisions are being made that might cost more money and sustainability funds are being reduced. There doesn't seem to be the appetite or interest and hopes it will not be tacked on. Chair states the commissioning agent, they held a special meeting near the holidays and expedited it and came up with the company and a letter was sent, but unfortunately, Ken And myself have been working with the city because along the way the ball was dropped. We don't have a proposal from the company as yet. Mr. McKenna states the sustainability issues should be early in the process, but there are still a lot of other issues of sustainability to have the design people and committee have those discussions. Chair asks about those meetings. Mr. Luther states we are targeting this month to do another round of that; as part of that process the engineers have begun modeling various options in terms of mechanical issues and the payback and landscape architects and civil engineers are incorporating sustainability issues like stormwater. We want to show what we are modeling what is included and look at some of the other things and to take some of the ideas and selecting some of them as part of the project. Some decisions have been made like geothermal and that has been made in order to move the project forward. We are trying to bring those to you in a timely manner so we don't preclude things. So far we are okay and in two weeks we will

have another meeting. Mr. McKenna states my concern is that this is what we are doing these are the options and let us prioritize. That is not collaborative. Mr. Luther states some of that is. Mr. McKenna states a list was made and it was to come back with the costs so decisions can be made. Mr. Luther states those are the things we are modeling that are not in the project and we have costs associated with them and we will have a menu of things; some are not cost issues. Stormwater thing, it is a strategy for dealing with some things. Some of the decisions are based on the meetings we have had and they may get adjusted. Ms. O'Hare states they are looking at the reduction of paving; we have been using the minutes from that meeting. Mr. Luther states we have an efficient baseline building and the system we are looking at are not big; we are fine tuning but they still may be good to do and as a group that is the discussion we will have to have. It is not all dollars and cents. J. Giuliano you said it will be cheaper to heat and cool the new building than the old one.

Daniel Hertzler O&G, states they will require a special meeting in April - middle of April around April 10.

Motion to Adjourn

Mr. Raczka moves to adjourn; Mr. Zarger seconds the motion. There is no discussion. The Chair calls the vote and it unanimous. The Chair adjourned the meeting at 7:56 p.m.

Submitted by,

Marie O Norwood
Staff to Committee