



# Minutes

## Public Buildings Committee

### Regular Meeting

Wednesday, December 21, 2011, 7:00 pm  
John Trumbull Primary School  
779 Buckingham St., Oakville, CT 06779

#### 1. Convene Regular Meeting.

Mr. Porter, Chairman called the meeting to order at 7:00 p.m.

#### 2. Roll Call.

**Present:** John Chipko, Vice Chairman  
David Demirs  
Mark Guerrero  
Michael Magas  
Robert Porter, Chairman  
George Sacchi  
John Waiculonis, Secy.  
Tom Walsh

**Absent:** Antonio Addona

**Others Present:** Joseph Vetro, Senior Project Manager, O & G Industries  
Ray Ceniccola, Facilities Manager, Board of Education  
Freddie Khericha, Kaestle Boos Associates

#### 3. Public Participation - none

#### 4. Minutes.

**a. Minutes Regular Meeting – October 19, 2011**

(Mr. Chipko, sec. Mr. Sacchi) accept October 19, 2011 Regular Meeting Minutes as presented with corrections.

Discussion: As Builds should be capitalized on minutes because it is a proprietary document.

In Favor: 7

Opposed: 0

Abstain: 1 Magas

Motion passes

**5. Correspondence - none**

**6. Old Business**

**A. Judson Elementary School**

1. **Monthly Progress Report by O & G Industries.** – no progress report from O & G.
2. **Comments by Kaestle Boos Associates.** – none
3. **Comments by Business Manager.** – none
4. **Discussion and Vote on Eastern Bag and Paper Co., Invoice #11271593, dated 10/21/11 in the amount of \$1,974.28 (attached).**

**Mr. Porter** that is for building maintenance equipment, Ray is this the last item that you have.

**Mr. Ceniccola** I believe that is the last item.

Motion: Mr. Chipko sec. Mr. Demirs, to approve \$1,974.28.

Motion passed unanimously

5. **Consideration of the Approval of Accepting the Judson Elementary School Construction Project as Complete. In accordance with State Department of Education guidelines, in order to begin the close out of the construction project, the Board of Education and the Public Building Committee must take action. The Town is employing Blum Shaprio to conduct the close out. It is recommended that the Public Building Committee approve of accepting the Judson Elementary School**

**Construction Project as complete.**

**Mr. Porter** it goes to the Board of Education for your acceptance.

**Mr. Chipko and Mr. Demirs** asked if there was any information on a close out date.

No date was given.

Motion: Mr. Chipko sec. Mr. Demirs, to accept the Judson Elementary as complete.

Motion passed unanimously

**6. Owner's Costs – in packet**

**B. Watertown High School**

**1. Monthly Progress Report by O & G Industries (distributed at meeting).**

**Mr. Vetro:** You have a copy of the report, what you will see are the construction funds available showing 100% and it has moved up to 431,641. If you look through the report itself items by change order, by trade contractor what you will find is that they are all in the approved column under general trades. Except for under general trades allowance, we have not settled with him showing \$18,000 which is outstanding. The windows and entrances are change orders and have not been signed and it is in the estimated pending. All other change orders have been issued. At the very end is the items for approval with the exterior door water infiltration. This is the back four doors by the shops and what we did we added a part between those doors and also put in a rain guard over the top to reduce the wind driven rain seen in the back.

**Mr. Porter** do you need approval on that?

**Mr. Vetro** yes

Motion: Mr. Chipko sec. Mr. Waiculonis to approve \$893.00.

**Mr. Sacchi** on Action Air have we ever done an air flow balance test for the ventilation ductwork system for the velocity in the schools.

**Mr. Vetro** the balancing was done.

**Mr. Sacchi** did they meet compliance.

**Mr. Vetro** we have the balance reports, that whole system was commissioned.

**Mr. Sacchi** did the aluminum door hardware issues get resolved.

**Mr. Vetro** yes they are resolved.

**Mr. Sacchi** was the wooden doors shaved by Secondino.

**Mr. Vetro** he has to come back and has another day of work to finish.

**Mr. Sacchi** what is the status of the card reader.

**Mr. Vetro** the card reader is installed and is now finishing up the wiring with it mounted on the wall. One item to add to the list is the front sign, Baton still needs to come up and install light fixtures. We are still waiting on the lettering for the sign, before the end of December it will be in place. There is one door that was pulled off the closure in the server area and it will be repaired by the end of the month.

**Mr. Sacchi** Bob, you did ask at the last meeting where the As Builds were stored at Swift School, has that come up yet.

**Mr. Ceniccola** we store the CD version in the fire proof safe at the Munson House and the hard copy is stored at Swift for all of the schools in the basement storage.

Motion passed unanimously

2. **Comments by Kaestle Boos Associates.** - none
3. **Comments by Business Manager.** - none
4. **Discussion and Vote on O & G application for payment (to be distributed at the meeting).**

**Mr. Porter** it is for \$504,798.95 leaving a retain age of \$619,903.72.

**Mr. Khericha** the total out of the 438 is allowance the money is not used (inaudible).

**Mr. Vetro** there is \$28,000 left on the project itself and the balance is retain age in the amount of \$162,000 and the balance to finish is our (inaudible).

**Mr. Porter** the amount of the payment is \$504,798.95 and that has been signed by KBA.

**Mr. Kericha** (inaudible) we are trying to close out with P & Z, I received a call from Charles Berger yesterday that everything was fine and he had one questions with the detail of the drawing with storm drainage and wanted clarification and have it on the drawing, Ruth is all set and has no issues.

**Mr. Vetro** I am holding \$51,000 with Secondino the general trades contractor, Action Air \$18,500 under electrical, Baton \$32,000 and have some money with the flooring.

**Mr. Porter** the application is #36.

Motion: Mr. Chipko sec. Mr. Demirs, to pay O & G \$504,798.95.

Motion passes unanimously

**5. Discussion and Vote on Grainger, Invoice #9659716550, dated 10-13-11 in the amount of \$1,474.50 (attached).**

**Mr. Porter** it is for a rack system for the metal shop.

Motion: Mr. Sacchi sec. Mr. Waiculonis, to pay Grainger \$1,474.50.

Motion passes unanimously

**6. Discussion and Vote on WittFitt, LLC. Invoice #4537, dated 12-1-11 in the amount of \$2,450.00 (attached).**

**Mr. Porter** that is for physical education equipment.

Motion: Mr. Magas sec. Mr. Waiculonis, to pay WittFitt, LLC. \$2,450.00.  
LLC.

Motion passed unanimously

**7. Discussion and Vote on Office Depot, Invoice #588925267001, dated 12-02-11 in the amount of \$126.19 (attached).**

**Mr. Porter** cork bulletin boards, book case for the photo lab.

Motion: Mr. Demirs sec. Mr. Guerrero, to pay Office Depot \$126.19.

Motion passed unanimously

**8. Discussion and Vote on WB Mason, Invoice #102883485, dated 12-05-11 in the amount of \$1,599.99 (attached).**

**Mr. Porter** this is for a shredder for the office.

Motion: Mr. Chipko sec. Mr. Waiculonis, to pay WB Mason \$1,599.99.

Motion passed unanimously

**9. Owner's Costs.**

**C. Polk Elementary School**

**1. Monthly Progress Report from Montagno Construction, Inc.** – that can come off of the agenda from now on.

**2. Comments by Kaestle Boos Associates.** – none

**3. Comments by Business Manager** – none

**4. Discussion and Vote on GovConnection, Inc. Invoice #48521352, dated 12/01/11, in the amount of \$1,940.00 (attached).**

**Mr. Ceniccola** that is for 3 color printers.

**Mr. Porter** is this a state contract.

**Mr. Ceniccola** GovConnection is not a state contract.

**Mr. Demirs** how many more bills for this school.

**Mr. Demirs** I believe that is the end of it.

Motion: Mr. Demirs sec. Mr. Walsh, to pay GovConnection, Inc. \$1,940.00.

Motion passed unanimously

**5. Discussion and Vote on GovConnection Inc., Invoice #48521371, dated 12-01-11 in the amount of \$145.00 (attached).**

**Mr. Ceniccola** it is for a scanner.

Motion: Mr. Demirs sec. Mr. Sacchi, to pay GovConnection Inc, \$145.00 Inc.

Motion passed unanimously

**6. Owners Costs.**

**7. New Business**

**a. Discussion and vote on Public Buildings committee meeting schedule for 2012.**

**Mr. Porter** it needs to be on record at the town clerk's office and posted on the town website. We have been meeting the third Wednesday of every month.

Motion: Mr. Demirs sec. Mr. Waiculonis, that we meet on the 3<sup>rd</sup> Wednesday of the month in 2012 for January, February, March, April, May, June, July, August, September, October, November and December.

Motion passed unanimously

**7. Financial Reports**

- a. Watertown High School - none
- b. Judson Elementary School - none
- c. Polk Elementary School - none

**8. For Your Information - none**

**9. Adjournment**

(Mr. Demirs, sec. Mr. Chipko) to adjourn meeting at 7:20

MOTION PASSED UNANIMOUSLY

**Respectfully submitted**

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**Robert Porter, Chairman**  
**Watertown Public Buildings Committee**

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**Susan King**  
**Minutes Secretary**