

Sullivan, Diane

From: King, Betty
Sent: Friday, March 27, 2009 5:05 PM
To: Brendan McKibbin; Dean Houle; Douglas LaBoda; Jeff Carlson; Jennifer Holt; John Leary; William Dauphine
Cc: Karasinski, Stanley; Parrott, Richard; Murasso, Deborah; 'James R. Russo'; Conner, Sandra; Town Clerk; Bruce Kellog; Doug Roberts; Steve Burgess; Beth Katz; Brian Levesque; Lois Possell; MaryJo Myslinski; Melissa DeLoreto; Patricia Buell; Robert Testa; Wlodarczyk, Matthew
Subject: SBAC MINUTES & AGENDA
Attachments: SBAC MINUTES March 10, 2009.doc; SBAC MINUTES March 24, 2009.doc; SBAC Meeting Agenda April 14, 2009.doc

ATTACHED ARE THE FOLLOWING:

1. APPROVED 3/10/09 MINUTES
2. DRAFT 3/24/09 MINUTES
3. AGENDA FOR 4/14/09 MEETING

BETTY, LB

RECEIVED
VERNON TOWN CLERK
09 MAR 30 AM 9:00

TOWN OF VERNON
Vernon, Connecticut 06066

RECEIVED
VERNON TOWN CLERK
09 MAR 30 AM 8:57

SCHOOL BUILDING ADVISORY COMMISSION

DATE: Tuesday April 14, 2009

TIME: 6:30PM

PLACE: 3rd FLOOR BOARD ROOM Administration Building

Agenda	Notes
1.0 Approval of March 24, 2009 regular meeting minutes	
2.0 Communications	
3.0 Opportunity to Add/Delete Agenda Items	
4.0 Community Forum Opportunity for comments on agenda items, potential future agenda items, or general information provided to the commission from citizens and community organizations.	
5.0 JCJARCHITECTURE Communications	
6.0 Clerk of the Works Communications	
7.0 Bills To Be Paid 7.1 Review Budgets for Schools 7.2 Approve Bills to be Paid	
8.0 Old Business 8.1 TOV Finance made required adjustments re: \$100,000 borrowing cost reduction for VCMS	
9.0 New Business	
10.0 Adjourn	

SCHOOL BUILDING ADVISORY COMMISSION

March 10, 2009

A regular meeting of the School Building Advisory Commission was held in the 3rd Floor Conference Room, Central Administration on March 10, 2009. Mr. Leary called the meeting to order at 6:30pm. Present when Mr. Leary called the meeting to order were Mr. Apel, Mr. Carlson, Mr. Dauphin, Mr. Houle and Mr. LaBoda. Mr. Karasinski and Mr. Russo were also present. Others present were Mr. Roberts, JCJ Architecture.

1.0 Approval of the Minutes of the Regular Meeting Held on February 24, 2009

Mr. Apel moved to approve the February 24th regular meeting minutes. Mr. Dauphin seconded the motion with correction and it passed unanimously.

2.0 Communications

Mr. Leary reported that Mr. Jim Russo's contract was approved by Mr. Ward, Town of Vernon Administrator, and Mr. Cummings, Town of Vernon Attorney. Mr. Russo will be the Contract Administrator for the School Building Advisory Commission, Town of Vernon and Vernon Public Schools for the remainder of the school renovation projects.

3.0 Opportunity to Add/Delete Agenda Items None.

4.0 Community Forum. Mrs. Fitzgerald, Rockville High School, reported on continuing heat problems (excessive heat in some areas and no heat in other areas). She specifically identified the computer classrooms as a problem. Mr. Leary asked Mr. Karasinski to follow up on this with Mr. Levesque, Rockville High School Principal.

5.0 JCJARCHITECTURE Communications

ROCKVILLE HIGH SCHOOL HEATING PROBLEMS

Mr. Roberts reported that Mr. Grabinsky, Consulting Engineering Services, has been contacting Pro-Mech regarding the heating problems and the need for a balancing report to identify problem areas.

Mr. Houle moved that a letter be written to Pro-Mechanical giving them seven (7) days to furnish a balancing report for the high school or the furnishing of a balancing report would be subcontracted out at Pro-Mechanical's expense. Mr. Apel seconded the motion and it passed unanimously.

ROCKVILLE HIGH SCHOOL SECURITY SYSTEM

Mr. Roberts said training on the new system is complete and the system is fully operational.

ROCKVILLE HIGH SCHOOL SITE LIGHTING – A report on this proposed work will be given at the March 24th meeting.

ROCKVILLE MAIN ENTRANCE SIGNAGE AND ILLUMINATION - Mr. Roberts shared with the Commission Mr. Levesque's comments on signage proposals from JCJArchitecture. Mr. Levesque recommended changing the wording Main Office to Main Entrance but otherwise approved the proposal.

ROCKVILLE HIGH SCHOOL RE-ROOFING PROJECT – The ED049 has been submitted to the State Bureau of School Facilities. There have been no problems to-date.

RECEIVED
VERNON TOWN CLERK
09 MAR 30 AM 8:56

VERNON CENTER MIDDLE SCHOOL STAGE CURTAINS JCJArchitecture has received a copy of the fire proof certificate for the stage curtains.

VERNON CENTER MIDDLE SCHOOL THRESHOLDS – Mr. Roberts reported that the thresholds have been ordered.

VERNON CENTER MIDDLE SCHOOL HEATING PROBLEMS

Mr. Roberts reported that Mr. Grabinsky, Consulting Engineering Services, has been contacting HHS Mechanical regarding the heating problems and the need for a balancing report to identify problem areas.

Mr. Houle moved that a letter be written to Dirienzo Mechanical & Plumbing giving them seven (7) days to furnish a balancing report for the high school or the furnishing of a balancing report would be subcontracted out at Dirienzo Mechanical's expense. Mr. Apel seconded the motion and it passed unanimously.

SKINNER ROAD SCHOOL NEGATIVE AIR PROBLEMS – Consulting Engineering Services continues soliciting proposals for exhaust fans.

SKINNER ROAD SCHOOL DATA AND CATV RECEPTACLE FOR LIBRARY – A proposal was submitted to JCJArchitecture for installing a data and CATV receptacle in the new library. The cost would be \$1,513. Mr. Apel moved to accept the proposal. Mr. Dauphin seconded the motion and it passed unanimously.

STATE CHANGE ORDERS – Mr. Roberts reported that all State changes orders received by JCJArchitecture have been submitted to the State Bureau of School Facilities and accepted.

Mr. Russo reported all other State change orders prepared by Mr. Therrien of Turner Construction have been mailed to the subcontractors for their signatures. Once received by Mr. Russo and logged, he will forward them to JCJArchitecture for submission to the State Bureau of School Facilities.

CENTER ROAD/MAPLE STREET/NORTHEAST SCHOOL Mr. Roberts reported a draft of W. J. Mountford's General Contractor contract has been forwarded to Mr. Karasinsky for the Town of Vernon's attorney's review before going to W. J. Mountford.

Mr. Roberts further reported that W. J. Mountford, Suburban Middlesex Insulation, ATC Environment, M. Frank Higgins, JCJArchitecture, Mr. Russo and others would be meeting Thursday, March 12, 2009 to begin coordination planning.

Mr. Apel reminded everyone of the importance of managing to budgets in moving forward with these three (3) remaining schools.

6.0 Clerk of the Works Communications Mr. Russo reported that State change orders for Rockville High School, Vernon Center Middle School, Lake Street School and Skinner Road School have been sent to the subcontractors for signature and return to him.

He also reported that he had met with Mr. Therrien of Turner Construction and brought up-to-date on the status of the projects and subcontractors at the time Turner's contract ended. He is aware if issues with CT Carpentry, C&M Renovations, Steeltech and Allied Restoration needing to be resolved.

Bid Bonds for the 2/17/09 bid opening will be returned by the end of March.

7.0 Bills To Be Paid

7.1 Review Budgets for Schools – no report

7.2 Approve Bills to be Paid

Mr. Leary presented the following bills for payment

SCH	VENDOR	PAYMENT	ENCUMBERANCE	COMMENTS
RHS	JCJ ARCHITECT	(\$ 1,978.53)	\$ -0-	RE-ROOFING
NES	JCJ ARCHITECT	\$ 11,092.66	\$ -0-	RE-DESIGN
MSS	JCJ ARCHITECT	\$ 10,577.57	\$ -0-	RE-DESIGN
CRS	JCJ ARCHITECT	\$ 13,414.46	\$ -0-	RE-DESIGN
TOTAL		\$ 33,106.16		

SCH	VENDOR	PAYMENT	ENCUMBERANCE	COMMENTS
RHS	HHS MECH.	\$ 3,800.00 **	\$ -0-	OIL PIPING FOR DOMESTIC HOT WATER
RHS	C & M RENOVA	\$ 22,262.85 **	\$ -0-	APP #12
RHS	C & M RENOVA	\$ 29,905.00 **	\$ -0-	APP #13 FINAL
TOTAL		\$ 55,967.85		

** Commission did not approve these bills. Stan Karasinski & JArchitecture to review.

SCH	VENDOR	PAYMENT	ENCUMBERANCE	COMMENTS
RHS	JAMES RUSSO	\$ 800.00	\$ -0-	CONTRACT ADMIN 8 HOURS
CRS	JAMES RUSSO	\$ 600.00	\$ -0-	CONTRACT ADMIN 6 HOURS
MSS	JAMES RUSSO	\$ 600.00	\$ -0-	CONTRACT ADMIN 6 HOURS
NES	JAMES RUSSO	\$ 600.00	\$ -0-	CONTRACT ADMIN 6 HOURS
TOTAL		\$ 2,600.00		

SCH	VENDOR	PAYMENT	ENCUMBERANCE	COMMENTS
RHS	VENTURE COMM	\$ 5,944.75	\$ -0-	ADD DROPS & RELOCATE DATA RACK
VCMS	VENTURE COMM	\$ 2,068.91	\$ -0-	ADD DROPS
TOTAL		\$ 8,013.66		

TOTAL BILLS TO BE PAID \$99,687.67

~~\$55,967.85 bills not approved~~

\$43,719.82 total approved for payment

Mr. Apel again cautioned everyone to be mindful of budgets and expenditures especially Center Road School where the budget is especially tight.

Mr. Apel moved to approve payment of the bills totally \$43, 719.82. Mr. Dauphin seconded the motion and it passed unanimously.

8.0 Old Business Mr. Leary reported that a letter had been sent to the Superintendent about the schools going through construction this summer and areas of concern, i.e. CRS elevator, MSS boiler and hot water and NES kitchen.

Mr. Leary also reported that Mr. Luddecke was again notified in writing of the agreed on transfer of \$100,000 from short term borrowing costs for Vernon Center Middle School auditorium seats. Mr. Apel stressed the need to keep this as an agenda item and follow-up with Mr. Luddecke to insure it has been completed.

9.0 New Business Mr. Leary will attend the Town Council meeting next Tuesday and give them an update on the various school construction projects.

Mr. Leary will also see that there are press releases about the upcoming school construction projects.

10.0 Adjourn

The next meeting will be at 6:30pm on Tuesday, March 24th in the 3rd Floor Board Room of the Central Administration Building.

Mr. Houle motioned to adjourn. Mr. LaBoda seconded the motion and it passed unanimously. The meeting adjourned at 7:40pm.

Respectfully Submitted,

Betty J. King

Betty J. King
Recording Secretary

SCHOOL BUILDING ADVISORY COMMISSION

DRAFT MINUTES

March 24, 2009

RECEIVED
VERNON TOWN CLERK

A regular meeting of the School Building Advisory Commission was held in the 3rd floor Conference Room, Central Administration on March 24, 2009. Mr. Leary called the meeting to order at 6:30pm. Present when Mr. Leary called the meeting to order were Mr. Apel, Mr. Carlson, Mr. Houle, Mr. LaBoda and Mr. McKibbin. Mr. Karasinski, Director of Business and Finance – Vernon Public Schools, was also present. Others present were Mr. Burgess, JCJ Architecture, and Mr. Russo, Contract Administrator.

1.0 Approval of the Minutes of the Regular Meeting Held on March 10, 2009

Mr. Carlson moved to approve the March 10th regular meeting minutes. Mr. LaBoda seconded the motion with correction and it passed with one abstention, Mr. McKibbin.

2.0 Communications

Mr. Leary reported that he updated the Vernon Town Council on the school renovation projects at the Council's March 17th meeting.

Mr. Carlson distributed a memo regarding the new plaque at Rockville High School and the misspelling of his name on the plaque. Mr. Burgess will check into this error and its correction and report to the Commission.

3.0 Opportunity to Add/Delete Agenda Items None.

4.0 Community Forum. Mrs. Fitzgerald, Rockville High School, reported on continuing heat problems (excessive heat in some areas and no heat in other areas).

5.0 JCJARCHITECTURE Communications

ROCKVILLE HIGH SCHOOL HEATING PROBLEMS

Mr. Burgess said a letter has been written to Pro-Mechanical giving them seven (7) days to furnish a balancing report for the high school or the furnishing of a balancing report would be subcontracted out at Pro-Mechanical's expense. It will be delivered to Mr. Karasinski for Mr. Leary's signature. It should be able to be mailed Friday, March 27th. The Commission was very upset that the letter to Pro-Mech had not been sent after being approved by the Commission two (2) weeks ago.

ROCKVILLE HIGH SCHOOL SITE LIGHTING – Mr. Burgess distributed site lighting drawings for the Commission's review and future consideration.

ROCKVILLE HIGH SCHOOL RE-ROOFING PROJECT – The ED049 has been submitted to the State Bureau of School Facilities. There have been no problems to-date. Mr. Burgess estimates that the project is 1-2 months away from being able to go out to bid. Mr. Karasinski and Mr. Burgess are to follow-up with the Bureau of School Facilities.

The Commission expressed their concern over the time it is taking to get the project approved and out to bid. Their concern is (1) the missed opportunity for competitive bids and (2) the possibility of not being able to complete the work the summer of 2008.

JCJArchitecture and the Commission see local review of the project as critical. To this end, dialog with the Town of Vernon Building Inspector and Fire Marshall must take place as soon as possible. They need to be brought up-to-date and continue to be informed since the project's approval is dependent on their local review. Mr. Burgess and Mr. Russo will meet with these Town of Vernon officials.

The Commission insists on being e-mailed with project updates –e.g. BSF approval date, PCT date, etc., as well as problems/questions and resolutions. Mr. Burgess and Mr. Russo will keep the Commission informed.

VERNON CENTER MIDDLE SCHOOL STAGE CURTAINS JCJArchitecture has received a copy of the fire proof certificate for the stage curtains (rear and side). Drobka Scenic, Inc., will clean and fire proof the main curtain and valence. This work will be done at a cost of \$6,800.

VERNON CENTER MIDDLE SCHOOL HEATING PROBLEMS

Mr. Burgess said a letter has been written to Dirienzo Mechanical & Plumbing giving them seven (7) days to furnish a balancing report for the middle school or the furnishing of a balancing report would be subcontracted out at Dirienzo Mechanical's expense. It will be delivered to Mr. Karasinski for Mr. Leary's signature. It should be able to be mailed Friday, March 27th. The Commission was very upset that the letter to Dirienzo Mechanical had not been sent after being approved by the Commission two (2) weeks ago.

CENTER ROAD/MAPLE STREET/NORTHEAST SCHOOL Mr. Burgess reported that the budgets for these three schools are being refined due to allocation changes needed.

Mr. Karasinski raised questions of lead abatement and Northeast School, eg., cafeteria, doors, lentils, etc.. He will check with Mr. Gothers, ATC Environmental Consultants for the schools' renovations.

6.0 Clerk of the Works Communications

ROCKVILLE HIGH SCHOOL SECURITY SYSTEM

Mr. Russo reported the door to the Vo-ag building from the main building needs to be replaced for the installation of the hardware/key fob. The cost would be \$959. After discussion, Mr. LaBoda moved to have a new door installed for the security system hardware. Mr. Houle seconded the motion and it passed unanimously.

ROCKVILLE HIGH SCHOOL AND VERNON CENTER MIDDLE SCHOOL HEATING PROBLEMS

Mr. Russo said there will be a 3pm Thursday, March 26th meeting at Vernon Center Middle School with representatives of Pro-Mechanical and Dirienzo Mechanical regarding their contracts and their obligation to furnish balancing report for these schools. Mr. Russo will e-mail the Commission with the results of this meeting.

ROCKVILLE HIGH SCHOOL STORAGE TRAILERS – Mr. Karasinski reported that C & M Renovations has worked with Vernon Public Schools maintenance staff to empty one trailer. Two trailers remain to be emptied.

VERNON CENTER MIDDLE SCHOOL THRESHOLDS – Mr. Russo said the remaining two (2) thresholds will be installed for a cost of \$2,200. These thresholds are between the large and small gyms and between the large gym and the corridor.

LAKE STREET AND SKINNER ROAD SCHOOLS - The MacKenzie Co. has contacted Mr. Russo regarding additional painting previously requested and completed and its costs impact on their bond and insurance. They are requesting an additional \$635.

CENTER ROAD/MAPLE STREET/NORTHEAST SCHOOL – Mr. Russo reported that W. J. Mountford has submitted the required bond and insurance certificates. Mr. Karasinski said W. J. Mountford's contract is still with the Town of Vernon Administrator and Attorney for review. Mr. Karasinski will

contact Mr. Ward and request the contract be approved and returned by Thursday, March 26th. If not returned the Commission stated that they will have the Superintendent of Schools enter into a contract with W. J. Mountford by Friday, March 27th. The Commission is requesting to be e-mailed with a contract status.

Mr. Russo reported the concerns/requests made at the March 12th meeting with JCJArchitecture, W. J. Mountford, Suburban Middlesex Insulation, ATC Environment and M. Frank Higgins. As they move forward with project beginnings, they need the School Administrations (Principals and Superintendent) approval of several critical items. They are as follows:

1. MSS – 6/1/09 begin disassembling existing boiler to be replaced. This would not impact hot water. Parking of equipment is a consideration. The boiler needs to be removed before asbestos abatement can begin once school is out for the summer. If asbestos is found in the boiler, removal would stop and be resumed after school is dismissed for the summer. Mr. Karasinski is to check with the Dr. Possell, Principal.
2. NES – 6/22/09 begin demolition of the kitchen. The kitchen would not be of use for school breakfasts or lunches or after school programs. Mrs. DeLoreto is aware of this request and agrees that a week of lost use of the kitchen at the end of school is better than a week lost at the start of school. The Food Services Director would need to have meals brought in from another school.
3. NES – 6/22/09 begin demolition of the gym floor. The gym would not be available for school or after school programs. Mrs. DeLoreto is aware of this request and agrees that a week of lost use of the gym at the end of school is better than a week lost at the start of school.
4. NES – Rooms being abated will have furniture removed and stored in trailers on school grounds. Mr. Karasinski will verify that the Builders Risk Insurance will cover the stored furniture.
5. CRS - Before the end of school, begin code work on the elevator. This request has been denied due to the importance of the elevator to students and staff at the school.
6. CRS – Before the end of school, remove the acoustical ceiling tiles in the 3rd floor hallway. This would enable the electricians and HVAC technicians to begin their work. Mr. Karasinski and Mr. Russo will check with the Town of Vernon Building Inspector and Fire Marshall and Mrs. Myslinski, Principal.

It is important to note that the contractors would be working 2nd shifts and not during school hours. Since the “Y” runs after school programs at all three schools, they need to be made aware of the restricted areas.

Mr. Karasinski will update Mr. Russo on “go” or “no-go” these critical items. Mr. Russo will in turn contact W. J. Mountford. The Commission will also be e-mailed the results.

Bid Specifications and drawings for these three (3) elementary schools were to be returned in good condition two (2) weeks after the bid opening. That date was March 9th. Remaining deposit money has been given to the Town of Vernon for deposit at the Town.

7.0 Bills To Be Paid

- 7.1 Review Budgets for Schools – Mr. Burgess updated the Commission on the budgets, encumbrances and expenditures for Center Road, Maple Street and Northeast Schools.

Mr. Russo will track change orders and pending change orders for these school projects so the Commission and others will have a visible record of committed expenditures over and above the original contract amount.

Mr. Apel again cautioned everyone to be mindful of budgets and expenditures especially Center Road School where the budget is especially tight.

7.2 Approve Bills to be Paid

Mr. Leary presented the following bills for payment

SCH	VENDOR	PAYMENT	ENCUMBERANCE	COMMENTS
LSS	ATT	\$ 238.86	\$ -0-	TURNER PHONE SERV FINAL
LSS	ALLIED	\$ 10,794.09	\$ -0-	ROOFING APP #7 FINAL
SRS	RESTORATION	\$ 20,114.00	\$ -0-	ROOFING APP #7 FINAL
LSS	CL & P	\$ 243.91	\$ -0-	TURNER ELECTRICAL SERV FINAL
LSS	MILTON BEEBE	\$ 17,798.70	\$ -0-	SITE WORK/LANDSCAPNG APP #10
SRS	MILTON BEEBE	\$ 18,521.80	\$ -0-	SITE WORK/LANDSCAPNG APP #10
LSS	MILTON BEEBE	\$ -0-	\$ -0-	SITE WORK/LANDSCAP APP #11 FINAL
SRS	MILTON BEEBE	\$ 8,790.00	\$ -0-	SITE WORK/LANDSCAP APP #11 FINAL
LSS	STEEL TECH	\$ 15,973.00	\$ -0-	STRUCTURAL STEEL APP #8 FINAL
SRS	STEEL TECH	\$ 5,825.20	\$ -0-	STRUCTURAL STEEL APP #8 FINAL
TOTAL		\$ 98,299.56	\$ -0-	

SCH	VENDOR	PAYMENT	ENCUMBERANCE	COMMENTS
RHS	C & M RENOVA	\$ 22,262.85 *	\$ -0-	APP #12
RHS	C & M RENOVA	\$ 29,905.00 *	\$ -0-	APP #13 FINAL
RHS	EAGLE LEASING	\$ 170.00	\$ -0-	INV #RI152448 & RI151807
RHS	HHS MECH.	\$ 3,800.00 *	\$ -0-	OIL PIPING FOR DOMESTIC HOT WATER
RHS	HHS MECH.	\$ 519.66	\$ -0-	REPAIR FUEL PUMP IN BOILER ROOM
RHS	MILTON BEEBE	\$ 4,114.45	\$ -0-	SITE WORK APP #18
TOTAL		\$ 60,771.96		

* Commission did not approve this bill at its 3/10/09 meeting. Mr. Russo is resubmitting.

SCH	VENDOR	PAYMENT	ENCUMBERANCE	COMMENTS
CRS	WJ MOUNTFORD	\$ 36,955.00	\$ 3,090,000.00**	GENERAL CONTRACTOR
MSS	WJ MOUNTFORD	\$ 19,475.00	\$ 1,549,000.00	GENERAL CONTRACTOR
NES	WJ MOUNTFORD	\$ 17,575.00	\$ 1,351,000.00	GENERAL CONTRACTOR
TOTAL		\$ 74,005.00	\$ 5,990,000.00	

** Includes Add Alternates for classroom air conditioning and windows.

TOTAL BILLS TO BE PAID \$233,076.52

Mr. Houle moved to approve payment of the W.J. Mountford bill totaling \$74,005 pending receipt of a signed contract. Mr. McKibbin seconded the motion and it passed unanimously.

Mr. McKibbin moved to approve the payment of bills totaling \$98,299.56 and \$60,771.96 above pending sign-off by JCJArchitecture of the C&M Renovation payment requests. Mr. LaBoda seconded the motion and it passed unanimously.

8.0 Old Business

Mr. Leary will follow-up with Mr. Luddecke regarding the transfer of the \$100,000 from short term borrowing costs for Vernon Center Middle School auditorium seats. This item will remain as an agenda item to insure it has been completed.

9.0 New Business

Mr. Leary reported that the Mayor McCoy has requested no meetings be held April 28th due to the Vernon Town Meeting being held at the Rockville High School auditorium at 7pm.

The Commission discussed the possibilities of holding a short meeting at the Rockville High School teachers' lounge at 6pm so Commission members could take care of required business as well as be at the Town Meeting by 7pm. The 4/28/09 meeting could also be cancelled if not needed.

10.0 Adjourn

The next meeting will be at 6:30pm on Tuesday, April 14th in the 3rd Floor Board Room of the Central Administration Building.

Mr. Apel motioned to adjourn. Mr. McKibbin seconded the motion and it passed unanimously. The meeting adjourned at 8:42pm.

Respectfully Submitted,

Betty J. King
Recording Secretary