**PERMANENT SCHOOL FACILITIES BUILDING COMMITTEE**

**SPECIAL MEETING**

**NOVEMBER 24, 2020**

The Permanent School Facilities Building Committee held a special meeting on Thursday, November 24, 2020, via Zoom teleconference. Chairman Woods called the meeting to order at 7:10 p.m.

Committee Members Present Also Present

M. Woods, Chairman B. Silver, Silver Petrucelli

B. Nunno P. Jorgensen, Silver Petrucelli

R. Vitali (BOA) S. McNeil (MPS)

J. Santa Barbara P. Bradbury (MPS)

A. Fowler (BOE) W. Healey

M. Hardiman (BOA) K. Kennedy, Recording Secretary

W. Pawlowski (BOE)

**Consideration of Minutes of Special Meeting held October 29, 2020**

Ald. Hardiman and Mr. Nunno made and seconded a motion to approve the minutes of the special meeting held on October 29, 2020. Motion carried unanimously.

**Status Report RE: West Shore Middle School – Addition, Renovations and Code Compliance**

Chairman Woods stated the project is 100% complete now that the issue of liquidated damages has been resolved. He stated at the last meeting it was reported the matter had been resolved by the city attorney and LaRosa Building Group, with LaRosa agreeing to give Permanent School Facilities Building Committee a $30,000 credit.

Mr. Silver shared the screen with the Committee members and showed the change order credit. He also reported the paperwork has been completed and the process of circulating signatures is nearly complete. Mr. Silver stated tonight the Committee is being asked to consider LaRosa Building Group’s final payment requisition. He explained Silver Petrucelli reconciled the paperwork with Fred Tynes and they are recommending approval of the final payment requisition to the Committee and recommending that the project be accepted as completed. Mr. Silver stated the paperwork would then go to the Board of Education for their approval.

Chairman Woods stated for clarification the West Shore Middle School project could finally be closed out.

Mr. Silver responded yes

Mr. Fowler and Ald. Hardiman made and seconded a motion to close out the West Shore Middle School – Addition, Renovations and Code Compliance project as 100% complete as of November 24, 2020. Motion carried unanimously.

Chairman Woods asked if this item could now be removed from the agenda

Mr. Silver explained the wrap up of this project that began in 2014 and the first approval by the Board of Aldermen in 2015. He explained to the Committee that Silver Petrucelli would provide a summary of the overall project finances next meeting and that construction administration services for Silver Petrucelli in the amount of roughly $16,000 approved by the Building Committee since April 2020 will be transferred to A/E account for eventual payment.

**Status Report RE: Security Infrastructure Upgrades**

Phases 1 and 2

 Jonathan Law High School

 Harborside Middle School

 Meadowside Elementary School

 The Academy

 Orchard Hills Elementary School

Chairman Woods asked if the Phase 1 and 2 projects are now 100% complete.

Mr. Jorgensen replied ‘no’ stating there are a few punch list items that include hardware, glass panels, some flooring items, etc. He stated they have not done a final punch list. Mr. Jorgensen stated the goal is to get THP to return to each of the sites to declare the projects ready for a final punch list generated by the A/Es.

Chairman Woods reading from the minutes of the October meeting noted that Mr. Jagoe stated the projects would be completed in early November.

Mr. Jorgensen explained the glass for Meadowside Elementary School is a long lead item.

Chairman Woods asked if the project would be completed by the December meeting.

Mr. Jorgensen stated that is a strong possibly, but likely there would be some punch list items remaining.

Chairman Woods asked if THP is in compliance with their contract.

Mr. Jorgensen explained their substantial completion date was back in October although they did not request a punch list at that time. He stated in accordance with the contract the substantial completion date was August 21, 2020. Mr. Silver explained the factors that go into liquidated damages,

Mr. Healey stated he visited the schools Friday and Monday and reported overall the greeters are very happy with the project. He stated there are a few items at Meadowside Elementary school that need to be addressed. He stated there is a problem with the door sweeps, at both Harborside Middle School and Meadowside Elementary School. He also stated the metal gratings on the exterior sidewalks needs to be addressed as it is a potential slip and fall issue. Mr. Healey stated the biggest problem at the deal drawers is with the wind, due to the lack of a wind flaps. He recommended for future projects that interior door locks be also controlled by the secretaries be included in the project. He also asked that the sidewalk grates to be reconsidered for future because they are slippery.

Chairman Woods asked Mr. Jorgensen if Mr. Healey’s comments were consistent with their upcoming punch lists.

Mr. Jorgensen stated although informal, he has seen some of those issues. He also stated they would confirm with the manufacturer about of the grates. Mr. Jorgensen explained the grates are to prevent debris being knocked form shoes before coming into the school, especially in the winter with salt and sand, etc.

Mr. Bradbury suggested they check the finish. A brief discussion ensued.

Mr. Silver continued with Phase 1 and 2 regarding the special testing at the schools. He provided the summary and stated there is a contingency remaining of $80,508.00. He explained on Phase 2 there were change orders approved by the Committee last month of $1,000 and $2,00 for Special Testing for additional materials testing. He stated there are also three (3) minor change orders for Silver Petrucelli and referred the committee to p. 5 of the handout distributed via email and shown on the screen. He continued with the explanation adding they are three (3) separate printing expenses that exceeded the original contract $200 printing allowances. He explained the printing house accumulated the printing for all 5 Phase 1 and 2 projects into these three projects.

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve the change order to the Silver Petrucelli & Associates contract in the amount of $1,012.63 for the extra printing costs related to double printing for SCG renumbering exercise at Jonathan Law High School. Motion carried unanimously.

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve the change order to the Silver Petrucelli & Associates contract in the amount of $144.41 for the extra printing costs related to double printing for SCG renumbering exercise at The Academy. Motion carried unanimously.

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve the change order to the Silver Petrucelli & Associates contract in the amount of $258.72 for the extra printing costs related to double printing for SCG renumbering exercise at Orchard Hills Elementary School. Motion carried unanimously.

Mr. Jorgensen stated there was a proposal from THP late last week to add an interior vestibule door release button to the main office for each of the buildings in Phases 1 and 2. He stated they did not get this request from staff during the designs for these 5 schools. He explained the cost would be $1,061.71 for each school in each of the phases.

Mr. Bradbury stated it is important in the event the greeter is away from their disk that the secretary be able to access the interior vestibule door releases from their desk. He also stated, going forward they need to make sure this is done at each of the schools at Phase 3.

Mr. Jorgensen stated the paperwork would be in the agenda for the work. They can then let THP to go ahead with the work.

Mr. Santa Barbara and Mr. Nunno made and seconded a motion to approve the change orders to THP contract for Jonathan Law High School, Harborside Middle School, Meadowside Elementary School, the Academy and Orchard Hills Elementary School for new call buttons in the amount of $1,061.71 for each school.

Ald. Vitali asked for clarification as to whether there currently is a door release button in the office.

Mr. Bradbury explained the secretary has a button for the exterior doors, but the second set of interior vestibule doors was added. This release will be for the interior doors.

Motion carried unanimously.

**Phase 3**

East Shore Middle School

Joseph A. Foran High School

John F. Kennedy Elementary School

Matthewson Elementary School

Orange Avenue Elementary School

Mr. Jorgensen reported he and Mr. Bradbury spent the last two days meeting with Tom and Kermit of the SCG at the State and we had their review for the Phase 3 hardening projects. He explained there are about 7 or 8 revisions and that they are in the process of reviewing some of the forms for their paperwork and files. Mr. Jorgensen stated he would pick up last signoffs by the local officials tomorrow morning when he picks up the reviews from the Fire Marshal. He noted the Fire Marshal made two revisions. He added they have the sign off from building, fire, and health departments. All sets will be delivered to the State SCG next week, then approximately two weeks for the approval letters from the State to bid, likely 2nd week of December.

Chairman Woods asked about bids.

Mr. Jorgensen stated they are on schedule and suggested bid durations of one month.

Mr. Silver explained the pre-bid conformance review (PCR), those 6-7 hours meetings and what is required. He displayed the various forms on the screen. He also provided a financial status summary of the Phase 3 schools (Joseph A. Foran, East Shore Middle School, John F. Kennedy Elementary School, Mathewson Elementary School and Orange Avenue Elementary School). He explained the finances and ways the financial package could come together. A brief discussion ensued.

**Jonathan Law High School - Roof Replacement**

Mr. Silver displayed photos on the screen and deferred to Mr. Jorgensen.

Mr. Jorgensen reported the last major sky roof still has not been completed and stated they are now looking to complete it during the second week of December. He also reported the roof membrane

manufacturer has not done the walk through of the roof.

Mr. Silver added there are some HVAC control issues and gym floor water damage for the HVAC project. He stated between the two contractors they will correct those issues.

Mr. Bradbury stated there is one section of flooring that needs to be replaced and that the work would start shortly. He also reported they have received their training of the units.

Mr. Silver explained the prevailing wages (Foundation for Fair Contracting - a watchdog). He explained the double check of the prevailing wage reports submitted to the Finance Director. In the past three months, this group has sent FOIA requests and through those requests they may have found some payroll inadequacies.

Chairman Woods recalled at the last meeting this Committee approved a payment order to Young Developers that had been signed and was ready to turn over, then we received the letter from the Department of Labor following those FOIA requests. A brief discussion ensued.

Chairman Woods asked when the skylight would be in.

Mr. Jorgensen stated the contractor is saying the 2nd week of December.

Chairman Woods asked if Young Developers is in compliance with their contract.

Mr. Jorgensen stated the substantial completion date was sometime in September. He stated they will look at the daily damage fees. He stated Young Developers is the contractor for the roofing project and that the other issues are with the HVAC project.

Mr. Silver and Mr. Bradbury both agreed due to the skylight not being in place the school has not had beneficial use of the entire project. Discussion resumed.

**Consideration of Payment Requisitions**

Chairman Woods asked Mr. Silver if he could represent to the Committee that all the requisitions have been reviewed and were found to be in order and if payment was recommended at this time.

Mr. Silver responded yes.

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve final payment (#31 final) to LaRosa Building Group in the amount of $194,523.20, after application of the $30,000 change order credit for West Shore Middle School Expansion and Alterations. Motion carried unanimously.

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve payment to Silver Petrucelli Const. Admin (#20-2549) in the amount of $1,715.25 for West Shore Middle School Expansion and Alterations. Motion carried unanimously.

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve to Silver Petrucelli SD-CA Phases (#20-2545) in the amount of $129.00 for Meadowside Elementary School - Phase 1 School Security/Hardening Projects. Motion carried unanimously.

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve payment to Silver Petrucelli SD-CA Phases (#20-2587) in the amount of $1710.00 for Harborside Middle School – Phase 1 School Security/Hardening Projects. Motion carried unanimously

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve payment to Silver Petrucelli SD-CA Phases (#20-2559) in the amount of $135.00 for Orchard Hills Elementary School – Phase 2 – School Security/Hardening Projects. Motion carried unanimously.

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve payment to Silver Petrucelli SD-CA Phases (#20-2550) in the amount of $135.00 for The Academy – Phase 2 – School Security/Hardening Projects. Motion carried unanimously

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve payment to Silver Petrucelli SD-CA Phases (#20-2560) in the amount of $132.00 for Jonathan Law High School – Phase 2 School Security/Hardening Projects. Motion carried unanimously.

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve payment to Silver Petrucelli SD CA Phases (#20-2622) in the amount of $285.00 for John F. Kennedy Elementary School - Phase 3 School Security/Hardening Projects. Motion carried unanimously

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve payment to Silver Petrucelli SD-CA Phases (#20-2623) in the amount of $285.00 for Mathewson Elementary School for Phase 3 School Security/Hardening Projects. Motion carried unanimously.

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve payment to Silver Petrucelli SD CA Phases (#20-2624) in the amount of $285.00 for Orange Avenue Elementary School for Phase 3 School Security/Hardening Projects. Motion carried unanimously

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve payment to Silver Petrucelli SD CA Phases (#20-2628) in the amount of $285.00 for East Shore Middle School for Phase 3 School Security/Hardening Projects. Motion carried unanimously.

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve payment to Silver Petrucelli SD CA Phases (#20-2629) in the amount of $210.00 for Joseph A. Foran High School Phase 3 School Security/Hardening Projects. Motion carried unanimously.

Ald. Hardiman and Mr. Pawlowski made and seconded a motion to approve payment to Silver Petrucelli Design Thru CA (#20-2716) in the amount of $156.00 for Jonathan Law High School Roof Replacement. Motion carried unanimously.

**Pumpkin Delight Elementary School – Addition, Renovations, Upgrades**

 **Re: Selection of Architect**

Chairman Woods reported he received an email from Jim Richetelli stating responses are due back by December 2, 2020 and that once they come in, Mr. Bialka, Mr. Bradbury and Mr. Richetelli would tabulate the fees and schedules from the four architectural firms. Chairman Woods stated at the last meeting the Committee decided it would not conduct additional interviews, just review the proposals

submitted. He stated the thought is to meet the week of December 7th to select the architect. Chairman Woods stated the Committee may have to meet again later in the month, possibly December 22nd. Chairman Woods welcomed Mr. McNeil, principal of Pumpkin Delight Elementary School. He explained to him he would be copied on all emails going forward.

Mr. McNeil stated he was excited about the project and looked forward to working with the Committee.

Chairman Woods reported a Milford resident, Twig Holland, sent an email to the mayor with her resume and is offering to help “quarterback” the projects assigned to this Committee. He read her

email to the Committee. He asked if anyone wished to read her resume, and whether the Committee wished to have her assist going forward.

Mr. Santa Barbara asked Chairman Woods to forward the email to all Committee members.

There being no further business to discuss, Ald. Hardiman and Mr. Nunno made and seconded a motion to adjourn. Motion carried unanimously.

The meeting adjourned at 8:28 p.m.

 Respectfully submitted,

 Kathleen A. Kennedy

Recording Secretary