

**Booth Hill/Jane Ryan Building Committee Meeting
Minutes**

September 10, 2019

6:00 p.m.

Long Hill Administration Building

6254 Main Street

Trumbull, CT

Members Present:

Kevin Shively, Town Council (Temp Chair)

J.C. Cinelli, Town Council

Jeffrey M. Donofrio, Board Member

Mike Ward, Board Member

Stephen Rescsanski

Members Absent:

Richard Deecken

Jeffry Jenkins

Also in attendance:

Gary Cialfi, Superintendent

Mark Deming, Director, Facilities

Dan Martin, Assistant Finance Director

Kevin Bova, Purchasing Agent

David Stein, Silver/Petrucci & Associates

Kevin Shively called the meeting to order at 6:08 p.m. It was moved (Rescsanski) seconded (Cinelli) to approve Minutes from the August 20, 2019 meeting. Vote: 4 in favor (Donofrio abstained). Minutes approved.

Mr. Shively requested an update on the Booth Hill/Jane Ryan Window Projects. Mr. Deming stated that Jane Ryan is at 90% completion with the anticipated completion date in about 2 weeks. Booth Hill is at 85% completion with an anticipated completion date in about 1 month with the exception of blinds for both schools. As these dates are beyond the original expected completion dates for both projects, the committee

determined that it should be communicated to the contractor that additional resources should be added to speed up the completion of the projects. Mr. Donofrio offered to draft such communication on behalf of the committee. Discussion ensued.

Kevin Shively asked for an update on the open change orders. Mr. Stein distributed a copy of 1 change order for each school Booth Hill/Jane Ryan. Mr. Stein indicated that the change orders were requested by the contractor due to some louvers not being a part of the original bid, however Mr. Stein pointed out that they were in the original spec, so the contractor should have included them. As a result, Mr. Donofrio suggested that the amounts of the change orders be reduced. Discussion ensued (attachment).

It was moved (Donofrio) seconded (Cinelli) to approve to pay half of the cost of the Jane Ryan change order. Vote: unanimous in favor

It was moved (Donofrio) seconded (Rescsanski) to approve to pay half of the cost of the Booth Hill change order.

Discussion ensued regarding the payment for Booth Hill/Jane Ryan of Application #6. There seems to be an issue with the applications in that the amount that THP is requisitioning exceeds their actual percentage of completion. As the due dates for these payments has not yet passed, the committee took no immediate action to approve payment pending discussions between the parties to clear the discrepancies in the amounts of the application of payment. Discussion ensued (attachment).

The next meeting for the Booth Hill and Jane Ryan Building Committee will be at Booth Hill School on Tuesday, September 24, 2019 at 5:30 p.m.

By unanimous consent, the meeting adjourned at 6:50 p.m.



TOMLINSON HAWLEY PATTERSON

2225 RESERVOIR AVENUE
TRUMBULL, CT 06611
PHONE (203) 372-3583
FAX (203) 371-7549

September 3, 2019

Rob Francis
Silver Petrucelli + Associates
3190 Whitney Avenue Bldg 2
Hamden, CT 06518

RE: PCO #10 – Booth Hill
Louvers

Dear Rob:


Per your request, we are pleased to quote a price of \$7,563.46 plus tax if applicable to provide the labor, tools, materials and equipment to install (10) additional exterior louvers that were not indicated on the contract documents.

Scope of Work:

THP Material & Equip	\$ 4,276.92
THP Labor	\$ 2,300.00
THP's Fee (5%)	\$ 986.54
Total	\$ 7,563.46

Thank you for the opportunity of quoting. If we may be of further service, please do not hesitate to contact me.

Sincerely,


Jeffrey M. Jagoe
Operations Coordinator

WORK OR ITEM DESCRIPTION	COUNT	LENG	WIDTH	DEPTH	EXTEN	EXTEN	LABOR QTY	LABOR		LABOR DIRECT	MATERIAL		SUB-CONTRA	EQUIP O		TOTALS	
								NIT COS	DIRECT		INIT COS	DIRECT		OTHER	ESTIMATED		
PCO #10																	
Louvers	1	1	1	1	1	LS	1.00	0.00	0.00	0.00	3938.92	3,938.92	0	100	0	4,039	
Labor	10	3		1	1	HRS	30.00	35.00	1,050.00	0	0	0.00	0	0	0	1,050	
Studs	10	10	1	1	1	LNFT	100.00	0.00	0.00	100.00	1.55	155.00	0	0	0	155	
Caulking	10	10	1	1	1	LNFT	100.00	1.00	100.00	100.00	0.75	75.00	0	0	0	175	
Screws	80	1	1	1	1	EA	80.00	0.00	0.00	80.00	0.1	8.00	0	0	0	8	
General Conditions	0	0	0	0	0	DA	0.00	0.00	0.00	0.00	0	0.00	0	0	0	0	
	0	1	1	1	1	SUB TOT	311.00	280.00	\$1,150.00	0.00	80	\$4,176.92	\$0.00	\$100.00	0	\$5,426.92	
			Check													6,576.92	
THP Labor	2,300.00												THP'S FEE			1150.00	
Materials & Equipment	4,276.92		6,576.92										SUBCONTR		15%	986.54	
Subs	0.00												THPOH&PROF		10%	0.00	
Fee on THP's Work	986.54												SUB TOTAL			7,563.46	
Fee on subs 10%	0.00		986.54										Total			\$7,563.46	
Bond	\$0.00		7,563.46												Bond	\$0.00	
Total	\$7,563.46														Total	\$7,563.46	



TOMLINSON HAWLEY PATTERSON

2225 RESERVOIR AVENUE
TRUMBULL, CT 06611
PHONE (203) 372-3583
FAX (203) 371-7549

September 3, 2019

Rob Francis
Silver Petrucelli + Associates
3190 Whitney Avenue Bldg 2
Hamden, CT 06518

RE: PCO #10 – Jane Ryan
Louvers

Dear Rob:

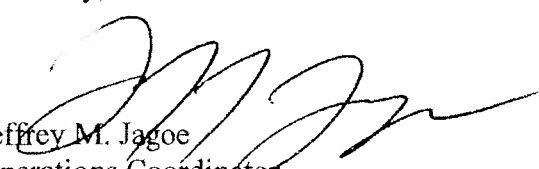
Per your request, we are pleased to quote a price of \$7,563.46 plus tax if applicable to provide the labor, tools, materials and equipment to install (10) additional exterior louvers that were not indicated on the contract documents.

Scope of Work:

THP Material & Equip	\$ 4,276.92
THP Labor	\$ 2,300.00
<u>THP's Fee (5%)</u>	<u>\$ 986.54</u>
Total	\$ 7,563.46

Thank you for the opportunity of quoting. If we may be of further service, please do not hesitate to contact me.

Sincerely,


Jeffrey M. Jagoe
Operations Coordinator

WORK OR ITEM DESCRIPTION	COUNT	LENG	WIDTH	DEPTH	EXTEN	EXTEN	LABOR		LABOR		MATERIAL			SUB-CONTRA	EQUIP O OTHER	TOTALS	
							LABOR QTY	NIT COS	LABOR DIRECT	MAT QTY	INIT COS	MAT DIRECT	ESTIMATED				
PCO #10																	
Louvers	1	1		1		LS	1.00	0.00	0.00	1.00	3938.92	3,938.92	0	100	4,039		
Labor	10	3		1		HRS	30.00	35.00	1,060.00	30.00	0	0.00	0	0	1,050		
Studs	10	10		1		LNFT	100.00	0.00	0.00	100.00	1.55	155.00	0		155		
Caulking	10	10		1		LNFT	100.00	1.00	100.00	100.00	0.75	75.00	0		175		
Screws	80	1		1		EA	80.00	0.00	0.00	80.00	0.1	8.00	0		8		
	0	0		0			0.00	0.00	0.00	0.00	0	0.00	0		0		
General Conditions	0	1		1		DA	0.00	280.00	0.00	0.00	80	0.00	0		0		
						SUB TOT	311.00		\$1,150.00	311.00		\$4,176.92	\$0.00	\$100.00	\$5,426.92	6,576.92	
THP Labor	2,300.00		Check										THP'S FEE		15%	986.54	
Materials & Equipment	4,276.92		6,576.92										SUBCONTR			0.00	
Subs	0.00												THPOH&PROF		10%	0.00	
Fee on THP's Work	986.54												SUB TOTAL			7,563.46	
Fee on subs 10%	0.00		986.54										Total			\$7,563.46	
Bond	\$0.00		7,563.46										Bond			\$0.00	
Total	\$7,563.46												Total			\$7,563.46	

APPLICATION AND CERTIFICATE FOR PAYMENT

Project: Booth Hill Elementary School
 Windows & Entrance Renovations
 Application # 6
 Period To: 08-31-2019
 Invoice # 6361
 Contract Number: 20190620-01
 Via Architect: Silver Petrucci + Associates, Inc. THP JOB # 18-021
 ATTN: Rob Francis

FROM CONTRACTOR: TOMLINSON HAWLEY PATTERSON
 2225 RESERVOIR AVE.
 TRUMBULL, CT 06611

CONTRACT FOR: Town of Trumbull

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet is attached.

- 1. ORIGINAL CONTRACT SUM \$ 1,146,562.00
- 2. Net change by Change Orders \$ 8,557.47
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 1,155,119.47
- 4. TOTAL COMPLETED & STORED TO DATE \$ 1,110,064.00

- 5. RETAINAGE:
 - a. 5 % of Completed Work \$ 45,792.95
 - b. 5 % of Stored Material \$ 9,710.25
- Total Retainage (Line 5a + 5b) \$ 55,503.20

6. TOTAL EARNED LESS RETAINAGE \$ 1,054,560.80
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
 (Line 6 from prior Certificate) \$ 831,307.00

8. CURRENT PAYMENT DUE \$ 223,253.80
 9. BALANCE TO FINISH, INCLUDING RETAINAGE
 (Line 3 less Line 6) 100,558.67

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTION
Total changes approved in previous months by Owner	\$ 8,557.47	\$
Total approved this Month	\$ -	\$
TOTALS	\$ 8,557.47	\$ 8,557.47
NET CHANGES by Change Order	\$	\$ 8,557.47

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: TOMLINSON HAWLEY PATTERSON
 By: Richard F. Jagoe 8/31/19
 Richard F. Jagoe, Manager Date

State of: Connecticut
 County of: Fairfield
 Subscribed and sworn to before me this 31st day of August, 2019

Notary Public: Casey Daly
 Casey Daly
 My Commission expires: May 31, 2024

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 223,253.80
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

ARCHITECT: Richard F. Jagoe Date: 9/6/2019
 By: Richard F. Jagoe
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

							TRUMBULL, CT 06611						
							Booth Hill Elementary School Windows & Entrance Renovations						THP_JOB NUMBER: 18-021 REQUISITION NUMBER: 6 PERIOD: 8/31/2019
ARCHITECT:	Silver Petrucelli												Contract # 20190620-01 Invoice # 6361
OWNER:	Trumbull Of Trumbull Bd Of Ed.						Att. Rob Francis						
	DESCRIPTION	SCHEDULED VALUE	PREVIOUS APPLICATION	THIS PERIOD	STORED MATERIAL	TOTAL COMPLETED	PERCENT COMPLETE	BALANCE TO FINISH					
	Super	\$ 35,728	8200	25000		33,200	92.92%	\$ 2,528					
	Bond	\$ 13,079	13079	0		13,079	100.00%	\$ -					
	Trucking	\$ 9,067	7100	1500		8,600	94.85%	\$ 467					
	Close Out	\$ 4,000		0		0	0.00%	\$ 4,000					
	Cleaning	\$ 11,256	8000	0		8,000	71.07%	\$ 3,256					
	Temporary Facilities	\$ 12,140	9500	2640		12,140	100.00%	\$ -					
	Selective Demolition	\$ 12,692	10500	2192		12,692	100.00%	\$ -					
	Abatement	\$ 139,307	116500	22807		139,307	100.00%	\$ -					
	Drywall	\$ 33,811	30000	3811		33,811	100.00%	\$ -					
	Metal Fabrications	\$ 3,317	3317	0		3,317	100.00%	\$ -					
	Rough Carpentry	\$ 39,821	39821	0		39,821	100.00%	\$ -					
	Interior Finish Carpentry	\$ 11,386	11386	0		11,386	100.00%	\$ -					
	EIFS Mobilization	\$ 2,750		2750		2,750	100.00%	\$ -					
	EIFS Materials	\$ 5,887		5887		5,887	100.00%	\$ -					
	EIFS Labor	\$ 13,834		13834		13,834	100.00%	\$ -					
	EIFS Equipment	\$ 4,070		4070		4,070	100.00%	\$ -					
	Interior Finish Carpentry	\$ 27,502	27502	0		27,502	100.00%	\$ -					
	Fluid-Applied Memb Air Bar	\$ 8,182		8182		8,182	100.00%	\$ -					
	Joint Sealants	\$ 2,571		2000		2,000	77.79%	\$ 571					
	Hollow Metal Dr & Frms	\$ 16,443	16443	0		16,443	100.00%	\$ -					
	Aluminum Frm Storefronts												
	Kawneer 451Ut Franing -Mat	\$ 128,205	128205			128,205	100.00%	\$ -					
	Kawneer Drs w/Hdr by others -Ma	\$ 71,040	71040	0		71,040	100.00%	\$ -					
	Insulated Spandrel Glass /Panels	\$ 112,110	112110	0		112,110	100.00%	\$ -					
	Kawneer Glass vent Oper Wind -	\$ 66,600	66000	600		66,600	100.00%	\$ -					
	Caulking	\$ 7,770		6000		6,000	77.22%	\$ 1,770					
	Labor 451Ut Shop Fab	\$ 27,750	27750	0		27,750	100.00%	\$ -					
	Labor 451Ut Field Fab	\$ 111,000	72150	38850		111,000	100.00%	\$ -					
	Labor Doors w/ hardware	\$ 23,310		21000		21,000	90.09%	\$ 2,310					

Labor Insulated glass / Spandrel	\$	38,850	6000	32850		38,850	100.00%	\$	-
Labor Operable windows	\$	22,200	14800	7400		22,200	100.00%	\$	-
Labor Caulking	\$	16,650	3330	11000		14,330	86.07%	\$	2,320
Shop Drawing	\$	7,770	7770	0		7,770	100.00%	\$	-
Project Management	\$	11,100	8600	1000		9,600	86.49%	\$	1,500
Field Verify	\$	2,775	2500	275		2,775	100.00%	\$	-
Door Hardware	\$	48,979	45600	3379		48,979	100.00%	\$	-
Louvers and Vents	\$	1,146		1146		1,146	100.00%	\$	-
Acoustical Panel Ceilings	\$	774		774		774	100.00%	\$	-
Painting	\$	19,403		15000		15,000	77.31%	\$	4,403
Signage	\$	2,930				0	0.00%	\$	2,930
Roller Window Shades	\$	19,000				0	0.00%	\$	19,000
PERMIT	\$	357	357	0		357	100.00%	\$	-
CO#1	\$	8,557	7500	1057.47		8,557	100.00%	\$	-
TOTAL	\$	1,155,119	875,060	235,004	0	1,110,064	96.10%	\$	45,055

APPLICATION AND CERTIFICATE FOR PAYMENT

Project: Application # 6
 Jane Ryan Elementary School 8/31/2019
 Window & Entrance Replacement Invoice # 6360

Via Architect: Silver Petrucelli Contract 20190621-00
 ATTN: Rob Francis THP JOB # 18-020

FROM CONTRACTOR: TOMLINSON HAWLEY PATTERSON
 2225 RESERVOIR AVE.
 TRUMBULL, CT 06611
 CONTRACT FOR: Town of Trumbull

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet is attached.

- 1. ORIGINAL CONTRACT SUM \$ 1,119,469.00
- 2. Net change by Change Orders \$ 1,687.22
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 1,121,156.22
- 4. TOTAL COMPLETED & STORED TO DATE \$ 1,079,066.00
- 5. RETAINAGE:
- a. 5 % of Completed Work \$ 49,788.40
- b. 5 % of Stored Material \$ 4,164.90
- Total Retainage (Line 5a + 5b) \$ 53,953.30
- 6. TOTAL EARNED LESS RETAINAGE \$ 1,025,112.70
 (Line 4 less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
 (Line 6 from prior Certificate) \$ 871,274.45

8. CURRENT PAYMENT DUE \$ 153,838.25
 9. BALANCE TO FINISH, INCLUDING RETAINAGE
 (Line 3 less Line 6) 96,043.52

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 1,687.22	
Total approved this Month	\$ -	
TOTALS	\$ 1,687.22	
NET CHANGES by Change Order		\$ 1,687.22

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: TOMLINSON HAWLEY PATTERSON
 By: Richard F. Jagoe Date: 8/31/19
 Richard F. Jagoe, Manager

State of: Connecticut
 County of: Fairfield
 Subscribed and sworn to before me this 31st day of August, 2019

Notary Public: Casey Daly
 Casey Daly
 My Commission expires: May 31, 2024

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 153,838.25
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

ARSHAD J. JAGOE
 BY: Arshad J. Jagoe Date: 9/6/2019
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

TOMLINSON HAWLEY PATTERSON, 2225 RESERVIOR AVE		TRUMBULL, CT 06611					
ARCHITECT:	Silver Petrucelli	Project:	Jane Ryan Elementary School Window & Entrance Replacement	THP JOB NUMBER:	18-020	REQUISITION NUMBER:	6
OWNER:	Town of Trumbull	Att: Rob Francis		PERIOD:	8/31/2019	Contract # 20190621-00	
DESCRIPTION	SCHEDULED VALUE	PREVIOUS APPLICATION	THIS PERIOD	STORED MATERIAL	TOTAL COMPLETED	PERCENT COMPLETE	BALANCE TO FINISH
Super	\$ 35,728	29800	4828		34,628	96.92%	\$ 1,100
Bond	\$ 13,079	13079	0		13,079	100.00%	\$ -
Trucking	\$ 9,067	7500	1000		8,500	93.75%	\$ 567
Close Out	\$ 4,000		0		0	0.00%	\$ 4,000
Temporary Facilities	\$ 12,196	10500	1696		12,196	100.00%	\$ -
Selective Demolition	\$ 13,549	12000	1549		13,549	100.00%	\$ -
Abatement	\$ 117,520	106000	11520		117,520	100.00%	\$ -
Drywall	\$ 33,828	33828	0		33,828	100.00%	\$ -
Metal Fabrications	\$ 3,332	3332	0		3,332	100.00%	\$ -
Rough Carpentry	\$ 50,368	50368	0		50,368	100.00%	\$ -
Interior Finish Carpentry	\$ 11,439	9000	2439		11,439	100.00%	\$ -
EIFS Mobilization	\$ 2,750		2750		2,750	100.00%	\$ -
EIFS Materials	\$ 4,912		4912		4,912	100.00%	\$ -
EIFS Labor	\$ 11,246		11246		11,246	100.00%	\$ -
EIFS Equipment	\$ 3,080		3080		3,080	100.00%	\$ -
Interior Finish Carpentry	\$ 22,891	20000	2891		22,891	100.00%	\$ -
Fluid-Applied Memb Air Bar	\$ 8,192		8192		8,192	100.00%	\$ -
Joint Sealants	\$ 2,188		2188		2,188	100.00%	\$ -
Hollow Metal Dr & Frms	\$ 19,411	17900	0		17,900	92.22%	\$ 1,511
Curtain Wall		0					
Rescue Windows	\$ 1,806	1782	24		1,806	100.00%	\$ -
Kawneer drs/windows tubes	\$ 231,054	231054	0		231,054	100.00%	\$ -
Laminator Panels	\$ 3,545		3545		3,545	100.00%	\$ -
Aluminum Flashing	\$ 2,007	2007	0		2,007	100.00%	\$ -
GL 12/gl-13	\$ 57,930	57500	430		57,930	100.00%	\$ -
GL-15	\$ 943	900	43		943	100.00%	\$ -
GL - 21	\$ 1,338	1338	0		1,338	100.00%	\$ -
GL -17	\$ 3,612	3612	0		3,612	100.00%	\$ -
GL Set Up	\$ 134	134	0		134	100.00%	\$ -
Miscellaneous	\$ 13,219	13219	0		13,219	100.00%	\$ -
Caulking Materials	\$ 12,844	9800	3044		12,844	100.00%	\$ -

Shop & Engineering	\$	8,459		5000		3459		8,459	100.00%	\$	-
Labor Fabrication Shop	\$	35,521		35521		0		35,521	100.00%	\$	-
Field Labor	\$	187,183		144000		38000		182,000	97.23%	\$	5,183
Lifts	\$	3,345		3345		0		3,345	100.00%	\$	-
Mobilization	\$	10,275		10275		0		10,275	100.00%	\$	-
Caulk Labor	\$	56,169		33500		22669		56,169	100.00%	\$	-
Panel Mat Labor	\$	28,418		28418		0		28,418	100.00%	\$	-
Door Hardware	\$	34,752		21000		8000		29,000	83.45%	\$	5,752
Louvers and Vents	\$	1,151				1151		1,151	100.00%	\$	-
Acoustical Panel Ceilings	\$	778				778		778	100.00%	\$	-
Painting	\$	21,914				21914		21,914	100.00%	\$	-
Signage	\$	2,977						0	0.00%	\$	2,977
Roller Windows Shades	\$	21,000						0	0.00%	\$	21,000
PERMIT	\$	319		319		0		319	100.00%	\$	-
CO#1	\$	1,687		1100		587		1,687	99.99%	\$	0
TOTAL	\$	1,121,156		917,131	\$	161,935	0	\$ 1,079,066	96.25%	\$	42,090