

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

September 24, 2019

5:30 p.m.

Booth Hill School

Media Center

545 Booth Hill Road

Trumbull, CT

Members Present:

Kevin Shively, (Acting Chairman)
J.C. Cinelli, Town Council
Jeffrey M. Donofrio, Board Member
Mike Ward, Board Member
Stephen Rescsanski
Jeffry Jenkins

Members Absent:

Richard Deecken

Also in attendance:

Cindy Katske, Chief Administrative Officer
Gary Cialfi, Superintendent
Mark Deming, Director, Facilities
Dan Martin, Assistant Finance Director
Kevin Bova, Purchasing Agent
David Stein, Silver/Petrucci & Associates
R.F. Jagoe, RFJ Associates

Kevin Shively called the meeting to order at 5:30 p.m. By unanimous consent, Minutes from the September 10, 2019 meeting were approved.

The Committee did a walk-through of Booth Hill School. Mr. Deming stated that the project is substantially complete. Mr. Jagoe stated there is a gym door that needs to be completed and, pending architectural approval, the handicap railings. Mr. Jagoe showed the

committee a mock-up of what the handicapped railing would look like in order to accommodate the requirement to be a certain distance away from the new windows when they were fully open. Mr. Jagoe demonstrated that the handicap ramp would lose some of its existing width, but that it would still meet with state requirements for such a ramp. Mr. Jagoe also indicated that this change was something that the Fire Marshall required after reviewing the work on site and that this solution would satisfy the fire Marshall's requirements for approving the completed project. Mr. Jagoe also indicated that he was moving forward with the gym door at risk as he has already purchased materials to repair the door. Previous wear damage was not seen initially because there was a patch made with a metal plate that prevented a full assessment of the door and the need to replace it. Mr. Deming and Mr. Jagoe both confirmed that Jane Ryan will be completed by September 30, 2019, but that Booth Hill would require a couple additional weeks to finish.

Mr. Shively asked for an update on change orders that were tabled at the September 10, 2019 meeting. Mr. Deming stated that monies will need to be shifted from the Fuss & O'Neill requisition to complete the handicap railings and gym door at Booth Hill School. Initially, it appeared that this might push the total cost of both projects over budget, but after a discussion with Mr. Martin, it was determined that there would be enough funds between the two project to complete both with the additional costs without the need for a supplemental funding request.

Mr. Shively stated that in the last meeting the expectation was that the louvers were part of the bid scope. There is some discrepancy as Mr. Jagoe does not recall a conversation regarding louvers. Per Mr. Stein, both Booth Hill and Jane Ryan have written specifications for louvers. Mr. Jagoe pointed out that there was only one louver on the architectural drawings. Mr. Stein pointed out that the bid specifications designated that the replacements should be as existing

and that any missing louvers on the drawings, while a mistake, were overruled by the specifications, and that the specification detail provided that is superseded any architectural drawings. Mr. Jagoe reminded the committee that he had performed the work at risk in order to help satisfy the committee's demands for finishing the projects as quickly as possible. Mr. Jagoe indicated that he could not accept the initial offer by the committee to accept half the cost of the change orders, and that if he were to accept such a substantial discount he would not be interested in doing the additional work to include the handicap railings. It was eventually agreed by the committee that it was in everyone's best interest to have the work completed by the current contractors and that any additional effort to bid the additional work to new contractors would not be in the Town's best interest. Ultimately, both Mr. Stein and Mr. Jagoe both conceded that there was some shared culpability in the omission of the louvers in the architectural drawings and initial construction bid. Mr. Jogoe indicated that had he originally included the louvers, he would have bid the work at a 10% markup instead of his standard 15% for change orders. Mr. Shively asked if he would revise his change order to request to reduce the price to reflect what it would have been in the original bid, and Mr. Jagoe agreed.

It was moved (Cinelli) seconded (Rescsanski) to approve payment for the Jane Ryan louver change order in the amount of \$6,576.92 (5% less than the original change order). Vote: unanimous in favor.

It was moved (Cinelli) seconded (Rescsanski) to approve payment for to the Booth Hill louver change order in the amount of \$6,576.92 (5% less than the original change order). Vote: unanimous in favor.

Regarding the applications for the payment before the committee, the committee confirmed with Mr. Deming, Mr. Stein, Mr. Bova, and Mr. Martin that the discrepancies in the previously submitted applications

for payment had been corrected and that all figures submitted before the committee were accurate and within expectations.

It was moved (Cinelli) seconded (Rescsanski) to approve Jane Ryan Application #6, Invoice #6360 for payment in the amount of \$153,838.25. Vote: unanimous in favor.

It was moved (Cinelli) seconded (Rescsanski) to approve Booth Hill Application #6, Invoice #6361 for payment in the amount of \$223,253.80. Vote: unanimous in favor.

The next meeting of the Booth Hill and Jane Ryan Building Committee is scheduled for Tuesday, October 8, 2019 at 6:00 p.m. at Jane Ryan School. By unanimous consent, the meeting adjourned at 7:15 p.m.