

**Regular Meeting Minutes
CAPITAL PROJECT BUILDING COMMITTEE
Room 302 - Plainville Municipal Center**

Committee: Capital Projects Building Committee

Date: September 28, 2015

Time: 6:00 pm

CPBC Attendees: Thomas Arcari, Mark Belanger, Steve Martino, Richard Negro, Ken Restelli, Lee Toffey

Absent: Tom Lozaw, Mel Masse, Jim Tufts

Also Present: Superintendent of Schools: Jeffrey Kitching, Director of Business and Operations: Ed Hoyt, Facilities Director: Steve Busel, Weston & Sampson Engineers, Inc.: Jeff Duigou, Facilities Manager: Scott Martin, Kaestle Boos Associates: Chuck Boos, Jennifer Mangiagli

Early Departure: Jeff Duigou, Chuck Boos, Jennifer Mangiagli, 6:25 PM

Call to Order:

The meeting was called to order at 6:00 pm by Chairman Mark Belanger.

STEVE MARTINO MADE A MOTION TO APPROVE THE MINUTES FROM THE JUNE 22, 2015 MEETING. RICHARD NEGRO SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE MOTION CARRIED.

Chairman Belanger turned the meeting over to Jeff Duigou from Weston & Sampson Engineering for an update on the Old Linden Street School. He stated that Weston & Sampson has been working on the project specifications regarding the phase of the Linden project which includes abatement of the building, demolition of the connectors to the building, demolition specifications regarding the old building, site drawings, and reconstruction of sidewalks and lighting. Kaestle Boos will then take charge of the project to put things back together with the MEP (mechanical, electrical and plant) drawings and reconstruction of the facade of the Linden Street School. The documents are about 95% complete with a few specifications that need to be reviewed. Discussion continued.

Mr. Duigou informed the committee that on September 15, 2015 the State came out with a new procedure and form that needs to be completed that requires an estimate for the project. He stated that this form is almost 95% complete as well. This form will be required for the meeting with the State Department of Administrative Services to get approval for 'self review' of the planning documents prior to the project going out to bid. The form requires the signature of the CPBC Chairman Mark Belanger, Board of Education Chairperson Andrea Saunders and Superintendent Jeffrey Kitching. Discussion continued.

Dr. Kitching questioned Mr. Duigou as to why he and the Board Chair must sign-off on the form when the Old Linden Street School building was relinquished to the Town in February, 2012. Dr. Kitching just wants to make sure that the right people are signing the form. Mr. Duigou stated that the Board of Education will need to sign off on the State form. Dr. Kitching will place this on the agenda for the October Board of Education meeting, Mr. Duigou will attend the meeting to answer any questions the Board may have. Discussion continued.

STEVE MARTINO MADE A MOTION TO ACCEPT THE PROJECTS BID DOCUMENTS PRESENTED BY WESTON & SAMPSON ENGINEERING. RICHARD NEGRO SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE MOTION CARRIED.

Mr. Duigou then discussed the sequencing on the project. They will start with Phase 1 which is the disconnect of the old and new buildings. This should be done before the end of January 2016. Dr. Kitching wants to have a schedule of what will happen and when. The Board of Education wants the project to move forward but needs to be clear in communicating to the staff and parents what will happen. Mr. Duigou will put together a schedule for Dr. Kitching. He wants to go out to bid and have a contractor on site by December 1. Discussion continued.

Scott Martin, Facilities Manager, is questioning if custodial staff will need to be in the building if work is being done on nights and weekends once the two buildings are separated. Mr. Busel, Facilities Director, will work on this by passing censors so custodial staff will not have to be there. The committee requested 3 additional sets of drawings of the project. Dr. Kitching will keep one at the Board of Education office and Steve Busel would also like a set. Discussion continued.

Jeff Duigou, Chuck Boos and Jennifer Mangiagli left the meeting at 6:25 PM.

Chairman Belanger asked if there was any information on the two projects, Wheeler School and the Middle School of Plainville. Dr. Kitching said that the Town Manager is working with the Town Council to discuss a date for the referendum but for now, the projects are on hold. He stated that unfortunately things in the buildings are beginning to deteriorate and money needs to be spent to repair them. Dr. Kitching will speak with the Town Manager to see where the timing stands. Discussion continued.

Dr. Kitching stated that the Turf Field construction is going very well and the project is on schedule. They are hoping to have the ribbon cutting and the Thanksgiving Day Football game on the new field in November. Discussion continued.

STEVE MARTINO MADE A MOTION TO ADJOURN THE MEETING. RICHARD NEGRO SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE MOTION CARRIED. The meeting was adjourned at 6:30 PM.

Respectfully Submitted,



Tina Gryguc
Recording Secretary

**MOTIONS MADE AT THE
CAPITAL PROJECTS BUILDING COMMITTEE MEETING
MONDAY, SEPTEMBER 28, 2015**

STEVE MARTINO MADE A MOTION TO APPROVE THE MINUTES FROM THE JUNE 22, 2015 MEETING. RICHARD NEGRO SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE MOTION CARRIED.

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