

**Please Note: These minutes are pending Board approval.
Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on October 3, 2017 at 7:30 p.m. in the council chambers at 3 Primrose Street.

K. Alexander, Chair	L. Rodrigue
M. Ku, Vice Chair	J. Davila
D. Leidlein, Secretary	R. Bienkowski
J. Vouros	2 Staff
R. Harriman-Stites	9 Public
A. Clure	1 Press
D. Cruson	

Mr. Alexander called the meeting to order at 7:30 p.m.

Item 1 – Pledge of Allegiance

Item 2 – Consent Agenda

MOTION: Mrs. Ku moved that the Board of Education approve the consent agenda which includes the donation to Reed Intermediate School. Mr. Cruson seconded. Motion passes unanimously.

Item 3 – Public Participation

Dan Delia, Brookwood Drive, donated the trumpet and praised the music program at Newtown High School.

Item 4 – Reports

There was no Chair report.

Superintendent's Report: Dr. Rodrigue shared our deepest sympathy for the victims and families in the Las Vegas tragedy. She sent a letter to parents and staff encouraging support for each other. The task force to address transportation met September 29 and will meet again tomorrow evening. The school based health center at the middle school provides a confidential survey for students regarding their services. 72% of the students were satisfied with their services and 83% stated that help was offered for any problem or issue they had. Dr. Rodrigue began meeting with groups regarding school climate. The paraeducator evaluation process as well as additional time with students was recently discussed. The administration is working on these concerns.

Committee Reports:

Mrs. Ku said the policy committee went through a number of policies and will be bringing some to the Board.

Mr. Vouros reported that the curriculum and instruction committee met to go over the list of summer work and upcoming items to be discussed over the year.

Mrs. Harriman-Stites attend Hawley's first PTA meeting of the year. There were parent concerns around transportation and the allergy policy regarding food for celebrations. Hawley PTA will have a harvest fundraiser on October 13.

Mr. Clure said he spoke to Suzanne Hurley, Middle Gate library media specialist, who thanked the Board for air conditioning their library.

Mr. Vouros thanked Amy Mangold for making arrangements for the contractors to work on the appearance of the islands at the high school.

Student Representatives:

Rory Edwards: Last Monday the Reach Program began the fall session. It's a Newtown based organization that provides mentors for students.

Talia Hankin: The high school will be hosting a financial aid night next Monday.

Rory: The college application process is continuing. They are working to organize a blood drive at the end of month to help supply relief to Texas and Puerto Rico.

Talia: Field trips have started including lab field trips with environmental students.

Rory: We've had big wins with sports and girls soccer is undefeated. Boys lacrosse participated in a 4K walk for victims of domestic violence.

Talia: The club fair is October 4.

Item 5 – Old Business

High School Auditorium Update:

Mr. Mitchell said construction is completed and they are going through the punch list items now but most have been resolved. The painting has left a lot to be desired and we will hire another group if we need to. To get the final CO we have to do an emergency power test but have to shut off the entire building to do it so it will be done over Christmas break.

Ms. Hiscavich said that phase 2 work is moving along as planned with the gala opening set for January 5. She attended the high school PTA meeting and took those who attended on a tour of the auditorium which was well received.

Mr. Vouros said there are reports that because of phase 1 inadequacies money from phase 2 has to be moved over to phase 1.

Mr. Mitchell said that was not true. The money moved has to do with some phase 1 work that had to be done in phase 2. It doesn't affect the completion of phase 2 work.

Mr. Vouros said that lighting installation was questioned.

Mr. Mitchell said the lights were installed front to back instead of side to side because it wasn't picked up. We took money from phase 2 to take care of that at an amount of \$15,000.

Mr. Vouros was concerned that this was not picked up and that it had nothing to do with us.

Mr. Mitchell said it was a lack of coordination on the construction documents and was not picked up so now it has to be corrected.

Mrs. Harriman-Stites said it was important for the public to understand who made the mistake.

Mr. Mitchell said it was the professional services team's mistake.

Mrs. Harriman-Stites stated that she has asked about additional costs and told there weren't any according to DPM. We are getting a lot of pushback from the public on this project. She feels like our hands are tied as it isn't our project. We've asked questions for months. It isn't Ms. Hiscavich's job to do all she does. What was DPM's role and what recourse do we have for them not doing their job? \$15,000 could pay for a lot in phase 2. She feels we have no control over this project.

Mrs. Leidlein said that if we are paying for work in phase 1 with phase 2 money and still getting work done in phase 2, what was the amount we asked for in phase 2?

Mr. Alexander specifically asked what DPM's role was in this project.

Mr. Mitchell stated that DMP acts as the owner's rep between the town, the project team and the state with the primary role of getting all state paperwork in for our reimbursement. They also attend job meetings and make sure the project is reported back to the town.

Mrs. Harriman-Stites asked who the town was.

Mr. Mitchell said they report to Bob Tait and PB&S.

Mr. Vouros asked for clarification that we had no say in hiring that firm.

Mr. Mitchell said they were hired by the town. DMP did not go through the Board of Education. Mr. Clure said that wasn't what was said at the Board of Selectman meeting last night. They said we hired them.

Mr. Mitchell said the Town of Newtown owns the schools, floats the bonds and pays for the projects. The Board of Education is the user group so the auditorium was your project.

Mr. Clure asked if we aren't happy with their work what recourse we had.

Mr. Mitchell said you would go to Pat Llodra and Bob Tait with complaints. They would review the contract with the town attorney.

Mr. Clure asked for clarification of the financial information in the report. He asked where the phase 3 cost came from as well as additional costs and reimbursement allowances. What does that cover?

Mr. Alexander said those phases are not related to our phasing of the project.

Mr. Clure asked if they were finished.

Mr. Mitchell said they only have to provide information for the ED forms that have to go in and then the project is done.

Mr. Clure asked if he had a contract that breaks down the additional costs in the report.

Mr. Mitchell said the town attorney does.

Mr. Cruson said he is disheartened that we still run into issues. With painting issues he didn't know there was any recourse. Are there any other delays or recourses due to the way things were handled?

Mr. Mitchell said they discussed that with the town attorney.

Mr. Vouros stated that when the painting started and it was noticed it was inferior why were they not stopped. We are paying someone who allowed these inadequacies to occur. He asked Ms. Hiscavich what we are not getting in phase 2 that we thought we were getting.

Ms. Hiscavich said the dollar figure was not enough to do the project properly which is why we needed a second request for phase 2. There has not been a lot of communication and no project meetings as promised. She has been working with Mr. Mitchell and Mr. Faiella and sharing information with the high school administration and Mr. Bienkowski. The painting is sloppy and the sheetrock work is not what it should be. The work is shoddy. PB&S are working on it. We've paid a lot of people to work on the project.

Dr. Rodrigue thanked Ms. Hiscavich. We have been in contact with the town and Mr. Bienkowski sent an email regarding our concerns.

Mr. Bienkowski said he expressed concern to all parties regarding paying the contractors and to Bob Tait today. Payment to Newfield will be held up if issues are not corrected in the amount of \$692,000. There is also retainage of funds and remaining invoices after that amount is paid for about \$290,000. We can insist problems be addressed. Regarding the lights we got a proposal from a contractor doing audiovisual for \$19,000. He approved it to come out of phase 2 funds because the work has to be done. We received favorable low bids so these gave us some flexibility. The lighting and assisted listening devices will be in phase 2.

Ms. Hiscavich said we have a room for the AV racks but the ones ordered will not fit so we are looking for an exchange.

Mrs. Leidlein asked if the Board could determine if that payment to Newfield could be withheld or who makes that determination.

Mr. Mitchell said he and Bob Tait would decide if the town should withhold the payment.

Dr. Rodrigue asked if we got an answer about the assisted listening device and state aide.

Mr. Mitchell said we would get reimbursed. Mr. Mitchell said that phase 2 never came through PB&S.

Mr. Bienkowski stated that when phase 2 developed it was \$850,000. There was involvement by the Legislative Council suggesting the amount could be reduced. The conversation between Mrs. Llodra and Ms. Hoerauf indicated there was a reduction in fees to manage phase 2. They said the district could do it so it was reduced \$100,000.

Mr. Clure asked if we could ask to review the services by DPM.

Mr. Alexander said we did not hire them but we can request the town review their services.

Mr. Mitchell said you could request that PB&S and the town review the contract.

Mr. Alexander said we would need a motion to add it to the agenda.

MOTION: Mrs. Harriman-Stites moved to add a discussion and possible action on the DPM contract for the high school auditorium project. Mr. Clure seconded. Motion passes unanimously.

Mrs. Leidlein was concerned going into phase 2 and overseeing this phase and asked the best way to go forward.

Mr. Mitchell said the next step is phase 2 work on what was bid on the project. They are overseeing the equipment portion of it.

Mrs. Ku said their scope is to handle the theater package with rigging and sound and working with Mr. Faiella and Ms. Hiscavich with regular meetings and updates.

Mrs. Harriman-Stites said Mr. Faiella is important as he has managed projects in the past.

Transportation Update:

Dr. Rodrigue reported that the task force was underway, met last Friday and discussed feedback from the first month of school. They will meet tomorrow night to work in subgroups. There is a sense of urgency. Some major concerns of top priority are buses being on time, student wait time at the schools and length of rides. There are still issues but the system is getting better. She will update parents as they meet.

Mr. Vouros asked if we needed police presence and where.

Dr. Rodrigue said we need an officer at Head O'Meadow and Reed in the afternoon. There is a long line of cars waiting to get into Head O'Meadow on Mondays because of CCD.

Mrs. Harriman-Stites asked if there was a cost for the police.

Dr. Rodrigue said Chief Viadero offered help in any area and he supplies officers as needed.

Mrs. Leidlein requested that the committee look at ride times on buses for non-Newtown schools and if the number of buses allocated are needed and might reduce ride time for our students.

Mr. Vouros asked how the adolescent students were doing.

Dr. Rodrigue said she has heard from parents, students and teacher and they saw a difference at home and in school right away. We will collect data as well. Middle and the high school will

look at attendance and truancy to see how this is working. They want to wait at least one semester so there will be a report in January.

Item 6 – New Business

Minutes of September 19, 2017:

MOTION: Mrs. Ku moved that the Board of Education approve the minutes of September 19, 2017. Mr. Clure seconded. Vote: 5 ayes, 1 abstained (Mr. Cruson)

Item 7 – Public Participation

Alex Amaru, 6 Fern Lane, is pursuing his masters degree and asked why we had the school based health center. He was asked to speak to Dr. Rodrigue after the meeting.

Discussion and Possible Action on the DPM Contract:

MOTION: Mrs. Harriman-Stites moved that the Board of Education request that the Board of Selectman and the Public Building and Site Commission review the STV/DPM contract regarding their management of the high school auditorium project Phase 1.

Mrs. Leidlein added “specifically the items compiled by Michelle Hiscavich, Director of K-12 Fine and Applied Arts, and the Public Building and Site Commission.”

Mrs. Leidlein asked Mr. Bienkowski to speak to this motion

Mr. Bienkowski felt that they had to be more specific in what they wanted them to look at and what the result would be.

Mrs. Leidlein said they should review whether payment should be made.

Mr. Bienkowski said that there are components of this project not managed to our satisfaction which comes to a matter of opinion whether it's in the scope or not. Why didn't they address the work when we commented that it was not what we wanted? We will have to give them specific examples where the contractor didn't do what they should have done which will have to be compared to the outline of the contract according to PB&S.

Mrs. Leidlein said that Ms. Hiscavich has a list of items and PB&S also has items they believe are not done to the satisfaction of their board. We should review items compiled by Ms. Hiscavich regarding phase 1 of the project.

Mr. Vouros suggested getting the person's job description.

Mrs. Harriman-Stites said they can choose not to review this. We don't have anything else we can do but to kindly ask them to review it.

Mr. Alexander said Mr. Vouros had a point to have more detail but was concerned that the request will be tossed to the side.

Mr. Bienkowski said it is a proposal prepared by DMP based on what they believe the services they are required to perform are to be. It will say what the services are being paid for.

Mrs. Harriman-Stites asked who signed it.

Mr. Bienkowski said it was signed by DPM, Bob Tait and Pat Llodra.

Mrs. Harriman-Stites asked when we sign a contract do we expect someone else to oversee the contractor do we assume we will be responsible.

Mr. Bienkowski said we assume responsibility.

Mr. Cruson wasn't sure we should assume anything without it being in the motion.

Mrs. Harriman-Stites accepted his amendment to the motion.

Mr. Cruson added “and withholding any payment until the review is completed.”
Mr. Alexander said he would not vote for this even with concerns for the project. He doesn’t have enough information.

Final Motion: Mrs. Harriman-Stites moved that the Board of Education request that the Board of Selectman and the Public Building and Site Commission review the STV/DPM contract regarding their management of the high school auditorium project Phase 1, specifically the items compiled by Michelle Hiscavich, Director of K-12 Fine and Applied Arts, and the Public Building and Site Commission and withholding any payment until the review is completed. Mrs. Ku seconded. Vote: 6 ayes, 1 nay (Mr. Alexander) Motion passes.

Vote: 6 ayes, 1 nay (Mr. Alexander) Motion passes.

MOTION: Mrs. Ku moved that the meeting adjourn. Mr. Vouros seconded. Motion passes unanimously.

Item 8 – Adjournment

The meeting adjourned at 9:06 p.m.

Respectfully submitted:

Debbie Leidlein
Secretary

TO: Dr. Lorrie Rodrigue
FROM: Michelle Hiscavich
DATE: September 22, 2017

Please accept the donation of a Yamaha YTR200AAD Student Advantage Trumpet to Reed Intermediate School from Jennifer Delia, 10 Brookwood Drive, Newtown, CT and is valued at valued at \$989.85.

Thank you.



Newtown High School Auditorium

Newtown, CT

**Monthly Report
to the Public Building and Site Commission
September 26, 2017 updated September 29, 2017**



**Newtown High School Auditorium
Newtown, CT**

Monthly Report – September 29, 2017

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**Newtown High School Auditorium
Newtown, CT**

Monthly Report – September 20, 2017

1) Executive Summary

Construction activities are complete except for remediation of punch list issues. A Certificate of Substantial Completion was issued September 1, 2017.

The majority of the punch list work involves quality control issues with the painting subcontractor. Newfield Construction continues to follow-up on these items with the painter. There are also a number of drywall finish issues and areas of the exposed concrete floor that require refinishing. A final review of all acoustical work and an inspection of all new seating will be conducted Sept. 20th with follow-up reporting and revision to the punch list if required. The team will incorporate owner-provided punch list items and follow-up.

Final inspections of the emergency systems by the Fire Marshal and Building Official are required prior to the issuance of the Certificate of Occupancy. Inspections require a shut-down of power to the auditorium and will be scheduled in coordination with the Facilities Department. At this time, Facilities is unable to schedule the test due to issues with existing breakers and equipment. The Certificate of Occupancy is on hold.

2) Opportunities and Challenges

Change Orders approved and recommended to date for items other than maintenance items or added Phase II work total 1.7% of the original GMP. Total changes to the contract for construction exceed 7%.

The project has included significant change order work unrelated to the auditorium renovation scope in two categories: infrastructure work in support of Phase II and improvements to the HVAC distribution system not anticipated during CIP project budgeting. The total value of work added to the Phase I contract in these two areas exceeds \$165,500. The addition of this work depleted the owner's contingency and necessitated the deferral of three items to future funding. As a result, the reorienting of stage lighting, the ADA hearing –assist system and the additional of VFD controls to the existing supply fan at AHU-16 will not be able to be completed under this project.



3) Activities this period (August 16 – September 29)

a) Construction Phase

- i. New stairs to stage have been installed and stained
- ii. Control booth wall finishes and all electrical work are completed
- iii. All handrails have been installed
- iv. New carpeting is completed
- v. Infrastructure and power panels for Phase II AV systems have been installed
- vi. All new HVAC equipment installation and balancing have been completed
- vii. Aisle lighting is completed and tested

b) Other Activities

- i. Coordination of Phase II work by Phase II consultants is ongoing

4) Programmed activities next period (September 30 – future)

b) Construction Phase

- i. House curtain and track scheduled for installation 10/02/2017
- ii. Final cleaning will be completed
- iii. All punch list work will be identified and remediated

c) Other Activities

- i. Other Coordination Meetings
Coordination with the building department and fire marshal continue through receipt of the Certificate of Occupancy.
- ii. Demobilization
The CM has demobilized and there is no ongoing presence of construction activities on the site.

5) Project Budget and Cash Flow Analysis

The final Project Budget is attached. The budget is based on contracts approved to date (consultant fees), the GMP amendment to the Owner – CM Agreement, approved Change Orders, proposed change orders and the estimated cost for the owner to complete the project. The current approved value of construction is \$3,027,272. The overall project budget continues to track on-budget for the \$3,600,000 total appropriated for this project.

6) Quality and Safety

Quality and response to project requirements will be maintained by the project team through-out the construction phase. No safety issues have occurred to date on the project.



- 7) **Pending Contract Changes to be Reviewed by the PBSC**
Identified Additional Work to be Deferred to Phase II Funding:
RFI 85 — New Control at Existing Supply Fan Unit
PR 4 — Assisted Listening System: Devices and system components for new hearing-assist system.
PR 5 — Reorient Light Fixtures Above Stage: Current fixtures conflict with future rigging system.
- Additional Change Orders Anticipated:**
RFI 81 — Additional Lighting at Spiral Stair
RFI 90 — Relocate Ceiling Hatch in Control Booth
RFI 93 — Additional Exit Signs, as required by the Fire Marshal
ASI 1 — Relocation of Additional Conduit at Stage Walls
- 8) **Attachments**
a) **Progress Photos**, dated September 15, 2017
b) **Project Budget**, dated September 29, 2017



9) Progress Photos



View of House from Stage (9/8/2017)



View of House from Stage Left (9/8/2017)



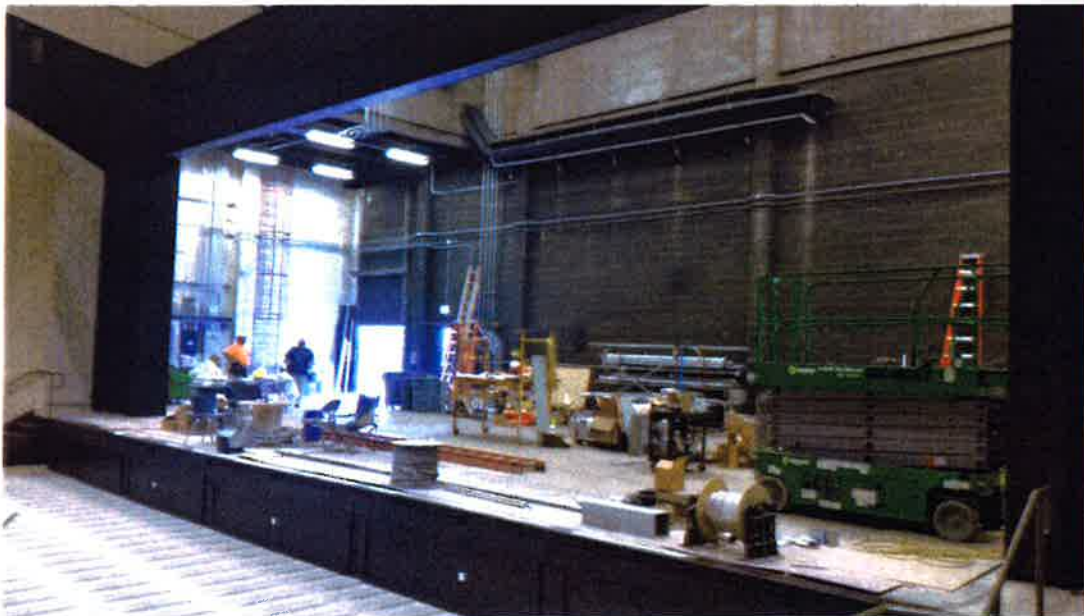
View of House and Stage from Control Booth (9/8/2017)



View of House from Raised Seating, Last Row, Right (9/8/2017)



View of Control Booth (9/8/2017)



View of Stage From Box Seats, House Right (9/8/2017)



Side Aisle Behind Box Seats (9/8/2017)



Rigging Galleries Catwalks (9/8/2017)

ITEM DESCRIPTION		ORIGINAL BUDGET	CONFIRMED CONTRACT VALUE	ADDITIONAL COSTS	CURRENT TOTAL BUDGET	Notes
Professional Fees					\$ 571,124	
Consultants		\$ 590,943				
Architects/Engineer	SEWA Agreement 9/1/2015	\$ 315,000	\$ 315,000			
	Reimbursable Expenses Allowance	\$ 20,000	\$ 309			\$4691 budget for reimb exps as of 6/29/2017
	App Servs #1 3rd Party Code Review	\$ 3,850	\$ 3,850			
	Add Services #2 Scope Changes	\$ 25,300	\$ 25,300			
	Phase 1 - Preconstruction AT Selection	\$ 18,512	\$ 16,217			
Owners Project Manager	Phase 2 - Services 01/2015 thru Dec 2016	\$ 96,600	\$ 96,600			
	Reimbursable Expenses Allowance	\$ 4,820	\$ 222	4,575		
	Phase 3 - Services Jan thru July 2017	\$ 32,725	\$ 32,725			eliminated from budget 03/31/17
	Reimbursable Expenses Allowance	\$ 1,636	\$			
	Haz Mat Testing	\$ 5,000	\$ 5,000			
	Clerk of the Works	\$ 18,000	\$ 13,000			
	Legal Fees	\$ 2,500	\$			eliminated from budget 03/31/17
	CM Preconstruction Fee	\$ 46,000	\$ 46,000			
	Piano Move	\$ 1,000	\$ 1,000			
	Fees	\$ 14,000	\$ 9,759	1,241		
	Special Inspections & Testing	\$ 10,000	\$			eliminated from budget 04/6/17
	Builders Risk Insurance	\$ 4,000	\$			
Construction		\$ 2,872,824	\$ 3,027,272		\$ 3,027,272	
	Construction GMP					
	GMP Amendment 7/10/2017					
Subtotal					\$3,598,397	
Owner's Contingency					\$11,960	
	Pending Change Requests:					
	October PBSC Meeting					
	Contingency Balance					
	Estimated Outstanding Change Requests				\$8,825.00	Stair lighting, exit signs, control booth hatch, lobby door frames, jette stock credit
Total Project Budget					\$3,680,000	