

COLEYTOWN MIDDLE SCHOOL BUILDING COMMITTEE

Town of Westport
65 Easton Road
Westport, Connecticut 06880

Minutes of Meeting

Held March 6, 2 019

Present:

John Broadbin	Westport Public Works
Steve Smith	Westport Building Department
Don O'Day	CMS Building Committee Chair
Jay Keenan	CMS Building Committee
Walter Mattera	CMS Building Committee
Vanessa Valadares	CMS Building Committee
Susan Chipouras	Westport Project Manager
Sarah Sinusas	Wiss, Janney, Elstner Associates
Joe Bukovec	Wiss, Janey, Elstner Associates
Craig Razza	Kohler Ronan

Purpose: Organizational Meeting

1. Don O'Day reviewed the key points of the Committee's charge:
 - a. Open the building for educational instruction no later than August 2020.
 - b. Provide an energy efficient mechanical system to provide heating, ventilation and air conditioning to, and control relative humidity of, interior spaces.
 - c. Rehabilitate the exterior building envelope to minimize water incursion and air leakage.
 - d. Implement site work outside the building to redirect water away from the building.
2. There are seven members appointed to the Committee:
 - Don O'Day, Chair
 - Jay Keenan
 - Walter Mattera
 - Srikanth Puttagunta
 - Joe Renzulli
 - Vanessa Valadares
 - Karen Kleine, ex officio
3. The consultants selected for the project are:
 - a. Wiss, Janney, Elstner Associates (WJE)– Shelton Office
 - b. Kohler Ronan – HVAC consultant to WJE
 - c. Langan Engineering – Site/Civil consultant to WJE
 - d. Independent Hygienist – TBD

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4. Susan Chipouras is the Project Manager for the Town of Westport.
5. CMR – 5 proposals have been submitted for Construction Manager at Risk. The Committee will need to review the proposals received to shortlist 2 or 3 firms to bring in for an interview. The goal is to have the CMR on board by April 1, 2019.
6. Sarah Sinusas of WJE reviewed their proposal and scope of services for the Schematic Design portion of the project. Initially WJE will spend time in CMS investigating existing conditions and construction. This work can take 2-3 weeks. It was noted that the construction from the 1990s is in worse condition than that from the 1960s. Committee members suggested that window replacement be done in a phased approach, with the most problematic windows being included in Phase 1. Sarah Sinusas will be out on maternity leave from Mid-March until Mid-June. Joe Bukovec will be the WJE lead contact during that time.
7. Craig Razza of Kohler Ronan reviewed their scope of services, which included modifications to the existing system. Committee members felt that the mechanical scope should be a more extensive review of the HVAC system. Craig Razza agreed that a second, more extensive option could be addressed during Schematic Design allowing for the CM to price both options. Gym A/C is something that can be addressed later.
8. By mid to end of May, the Committee will need to have a scope (drawings and design narrative), budget and schedule to present to the Board of Selectmen in order to begin the funding process. Don O'Day stressed the importance of staying focused on the Committee Charge, not allowing for project scope creep.
9. Contracts are being prepared by Town Counsel. If needed, John Broadbin will give WJE a letter to proceed.
10. CMS Building Committee meetings will be held on Wednesday Nights at 7pm at Coleytown Middle School.
11. Election of CMS Building Committee officers will be done at the March 13 meeting.
12. **Action Items:**
 - a. WJE requires access to the building to familiarize themselves with the testing that was previously done (covered with plastic and still accessible) as well as provide any additional investigation necessary to complete their Schematic Design. WJE will provide John Broadbin with a schedule for required building access.
 - b. John Broadbin will follow up on contracts for WJE and Susan Chipouras and issue letters to proceed if necessary.
 - c. John Broadbin will get copies of two (2) years of utility bills for Kohler Ronan. These utility bills need to be from when the school was in use.

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- d. CMS Building Committee members will review the received proposals from the CMs and be prepared to discuss and short list at the March 13 meeting. Interviews with the shortlisted CMs will be scheduled for the March 20 meeting.
- e. Susan Chipouras will send a rating sheet to the Committee for use in evaluating the CMs.
- f. John Broadbin will post the next Committee meetings with the Town Clerk and arrange for access to the building for meetings.

These minutes are issued for the record. Any additions or corrections should be issued in writing to the undersigned.

Respectfully submitted by,

Susan M. Chipouras
TOW Project Manager