

Approved

Voluntown Public Schools
Voluntown, Connecticut

Minutes of the Oil Tank Replacement Building Committee Meeting on Tuesday, June 18, 2019 at 10:00 a.m. in the Board of Education meeting room.

Those members of the Oil Tank Replacement Building Committee present are bold, underlined and in italics:

Jack Wesa (Chair)
Diana Ingraham

Paul Ricard (Vice Chair)
Barbara Gileau

Jim MacBride
Adam S. Burrows

Also Present: **Rachel Ricard** -----Executive Assistant to the Superintendent

Copy to: Peter Zvingilas, Building Inspector
Albert G. Gosselin, Local Health Official
Sherman Taylor, Salamone & Associates
Julie Zelinsky, Selectman's Assistant
Bryan Rivard, Rivco Construction, LLC

Jody Grenier, Fire Marshall
Joseph Salamone, Salamone & Associates
Tracey Hanson, First Selectwoman
Brian Kallio, Director of Maintenance and Facilities
Amy Suffoletto, School Principal

The meeting was called to order at 10:03 a.m.

Citizens Comments: None

Motion #1 (6-18-19 Oil Tank Replacement Meeting)

Jim MacBride made a motion to approve the 4-23-19 Minutes and Paul Ricard made the second. The motion was approved unanimously.

Motion #2 (6-18-19 Oil Tank Replacement Meeting)

Diana Ingraham made a motion to approve the Oil Tank Replacement financial report with a remaining balance of \$188,509.23 towards the project. Paul Ricard made the second. The motion was approved unanimously.

The committee reviewed the upcoming expenditures for this project. As of now, the project is slated to be \$16,000 under budget. The upcoming expenditures include the following:

Salamone & Associates – Phase 4 - \$ \$3,240
Catalyst Environmental Consulting, Inc - \$6,722
Rivco Construction, LLC - \$162,492

The committee reviewed the attached Preliminary Construction Schedule provided by Rivco Construction, LLC which indicated the project is scheduled to occur between July 15-18 through August 12-15. It was requested that a special request be made to Salamone & Associates to provide a calendar of their expected onsite dates as the clerk of the works for this project.

A phone call was made to Bryan Rivard at Rivco to discuss the Preliminary Construction Schedule. He indicated that the tank is on order and currently has an estimated time of arrival during the first week of August. This will create some possible changes to the preliminary schedule; Bryan will be sending an updated schedule. Bryan indicated that he is in the process of scheduling a preconstruction meeting and he will let the Superintendent and committee know when it is scheduled for.

Motion #3 (6-18-19 Oil Tank Replacement Meeting)

Diana Ingraham made a motion with a second by Jim MacBride to approve the Superintendent to sign the AIA A101-2007 contract with Rivco Construction, LLC after it is reviewed. NO ACTION WAS TAKEN.

The committee discussed the sections of the AIA A101-2007 contract and the need to review a copy of the A201-2007 document that is referenced in the A101-2007 contract. It was requested to have Salamone & Associates review section 5.1.6. The committee chairperson will review the contract. Another request made was to have the Superintendent request CIRMA review the document as well.

The committee acknowledged receipt of the A312-2018 document as submitted to verify a Performance & Payment Bond of \$162,492 by Rivco.

The next meeting will be scheduled after the review of the A101-2007 document. Suggestions for the next meeting include: preconstruction meeting & a follow-up on the AIA documents (A101-2007 & A201-2007).

Motion #4 (6-18-19 Oil Tank Replacement Meeting)

Diana Ingraham made the motion to adjourn at 11:20 a.m. and Paul Ricard made the second. The motion was approved unanimously.

Minutes Respectfully Submitted by Adam S. Burrows and Rachel Ricard