

**HIGH SCHOOL- ADDITIONS AND RENOVATIONS**  
**S.P.N.042-0041 RNV**  
**BUILDING COMMITTEE**  
East Hampton High School  
Special Meeting at East Hampton High School - TBell  
**Wednesday, August 7, 2019**  
**Final Minutes**

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**Committee Members Present:** Sharon Smith, Chairperson, Michele Barber, Vice Chairperson, Cynthia Abraham, Roy Gauthier, Tom Seydewitz

**Committee Members Not Present:** Michael Zimmerman, Stephen Karney, David Ninesling, Thomas Cooke

**Also Present:** Charles Warrington (CI), Glenn Gollenberg (SLAM), Steve Smith (Downes)

**Call to Order:** Chairperson Smith called the meeting to order at 5:30 p.m.

**Public Remarks:** None.

**Review and Approve Minutes:**

Michele Barber motioned to approve the draft meeting minutes of May 16, 2019. Motion was second by Cynthia Abrahams. Corrections to add members not present, change “repair” to “repairing” under CM Update, add that the electrical connection was at the roof top air conditioning unit under CM Update, and to change “note” to “not” regarding the kitchen fan hoods.

**Project Manager’s Report (Colliers International):**

**Project/Financial Update:** Colliers provided an overview of the efforts between Downes and Colliers to reconcile the final payments and change orders. Mr. Warrington noted that the original Downe’s invoice #48 had an incorrect amount in line item #6 on the cover page. The amount “Less Previous Total Payments” reported on the original invoice was incorrect due to a software error. It was reporting payments lower by \$43.63. In order for invoice #49 and #50 (final payment) to be correct, this invoice had reflect the proper amount for line item #6.

Colliers then provided an overview of three changes orders. COP 575A is for an additional invoice that was not included in COP 575. This amount was deducted from the CM contingency. COP 576 that was originally approved for a credit of \$227,037.92 was

reduced to \$226,378.48 due to COP 575A. COP 579 credit for unspent CM fee was changed to \$18,962.65 from the previously approved amount of \$18,935.58.

The committee inquired about the status of the water testing results that Water Boy is performing and attempting to invoice for. Colliers reported that they have not received any reports to date from the BOE or Water Boy. The committee expressed its discontent in the process and lack of communication regarding this process. The committee felt that that they should be reviewing and approving invoices from Water Boy as the invoices are being paid from the project and their committee is responsible for approving such invoices.

Colliers recommended scheduling a meeting with Mr. Don Harwood (BOE), Tim Smith from the town, Jeff Jylkka (Director of Finance), committee members and Colliers to discuss water testing results to date, how much longer the testing will be required and how invoices will be approved and paid for if paid by the project. The committee directed Colliers to coordinate this meeting when Ms. Barber can attend. Mr. Warrington advised that Mr. Harwood is not available the week of August 12<sup>th</sup>.

#### **Reports and Discussion:**

**CM Update (DCC):** DCC reported that Dalene Flooring has completed sanding the gymnasium wood floors. Dalene has evaluated the floor as a result of the leaks from the RTU (roof top unit) and determined that the existing floor does not have to be replaced and can be refinished in place. The remaining repairs are estimated to take one more week to complete. All costs associated with the repairs are through the electrical contractor's insurance company who is reimbursing the BOE to pay Dalene Flooring. All costs are outside of the project costs through insurance.

Downes is finalizing the last invoices. Upon finalization they will need to reconcile with Colliers financials to ensure all the invoices, change orders and final contract amounts reconcile out.

**Architect's Update (SLAM):** Mr. Gollenberg reported that the auditorium stage repairs are almost complete. Cost are not part of the project costs. He also mentioned that he advised Mr. Don Harwood that the building committee approved a not-to-exceed limit of \$15,000 to purchase a scissor lift to assist with maintenance in the building. A quote has not been received from Mr. Harwood at this time.

**Action Items:**

- *Motion to approve SLAM invoice 1016153 dated May 3, 2018 in amount of \$1,647.13. Motion by Cynthia Abraham. Second by Roy Gauthier. Motion passed 5-0.*
- *Motion to approve Downes invoice #48 in the amount of \$17,201.68 which was previously approved for \$17,245.31. Approval is for record only and for auditing purposes. Motion by Cynthia Abraham. Second by Tom Seydewitz. Motion passed 5-0.*
- *Motion to approve SBS/Colliers invoice 23219 dated November 30, 2018 in amount of \$2,953.92. Motion by Cynthia Abraham. Second by Tom Seydewitz. Motion passed 5-0.*
- *Motion to approve SBS/Colliers invoice 315 dated February 28, 2019 in amount of \$1,116.24. Motion by Cynthia Abraham. Second by Tom Seydewitz. Motion passed 5-0.*
- *Motion to approve SBS/Colliers invoice 1667 dated March 31, 2019 in amount of \$806.35. Motion by Cynthia Abraham. Second by Tom Seydewitz. Motion passed 5-0.*
- *Motion to approve SBS/Colliers invoice 2334 dated May 31, 2019 in amount of \$963.08. Motion by Cynthia Abraham. Second by Tom Seydewitz. Motion passed 5-0.*
- *Motion to approve Water Boy invoice 731 dated February 1, 2019 in amount of \$1,195.00. Motion by Cynthia Abraham. Second by Roy Gauthier. Motion FAILED 5-0.*

**Subcommittee Reports:** None.

**Chairperson Quarterly Report:** None

**Public Remarks:** None

**Next Meeting** – September 19, 2019

**Adjournment:**

*At 7:12 p.m. a motion was made by Vice Chairperson Barber to adjourn; seconded by Mr. Gauthier. Motion passed 5-0.*

Respectfully submitted,  
Charles E. Warrington, Jr., P.E.  
Director, Colliers Project Leaders