

**Town of Woodstock
WPS Facilities Upgrade Committee
Tuesday, June 28, 2016
7:30 AM – Upstairs Selectmen’s Conference Room
Town Hall**

Present: Michael Bernardi, D. Mitchell Eaffy, Brian Musumeci, Chandler Paquette, Jeremy Serwer (7:37am), Viktor Toth

Absent: Michael Dougherty

Others Present: Bill Bartlett, Joni Cullan, Allan Walker, Jr.

1. Call to Order

Chairman Toth called the meeting to order at 7:34 a.m.

2. Approve Minutes of January 27, April 20, May 18 and May 26, 2016 Meetings

Motion: by D. Mitchell Eaffy, seconded by Chandler Paquette to approve the minutes of the January 27, April 20, May 18 and May 26, 2016 meetings. **Motion carried unanimously.**

3. Clerk of the Works Update

Bill Bartlett reported on the following:

- Material is scheduled to be delivered today (June 28) at the Elementary School.
- July 5 is the construction start date.
- The projects are on a tight schedule so if there are weather related delays it may go beyond the August 19 deadline.
- Contractors will be working 6 days a week, 10 hour days (6am-4pm.)
- A conference call took place on Friday, June 24 between Bill Bartlett, Allied Restoration and Silver Petrucelli to review the process and procedures.
- Allied Restoration submitted an invoice that includes payment of materials that had not been delivered yet. During the conference call they were all in agreement to hold on this payment.
- There are 3 RFIs submitted: 1) trim is short in length, 2) lead paint is on the wood trim at the elementary school and 3) lightning protection that will be taken off the roof will be put back on the roof when the roof replacement is complete. The lead paint will need to be abated.
- He requested the warranty documentation for the materials being used. It will specify proper installation and any required inspections by the manufacturer.
- There will be three requests for payment, July, August and September.

A meeting was tentatively scheduled for Thursday, July 7. Viktor Toth thanked Mr. Bartlett.

4. Payment of Bills

Motion: by Chandler Paquette, seconded by Brian Musumeci to approve payment of bills received as follows:

Elementary School

- | | |
|---|----------|
| a) Silver Petrucelli & Associates, Inc, Invoice #16-1076
<i>2% Construction Administration</i> | \$340.00 |
| b) The Bulletin, Billing Period 5/2/16-5/29/16
<i>Clerk of the Works RFP Advertisement</i> | \$159.90 |
| c) State of Connecticut Building Permit
<i>Education Fee</i> | \$261.33 |

Middle School

- | | |
|---|----------|
| a) Silver Petrucelli & Associates, Inc, Invoice #16-1076
<i>2% Construction Administration</i> | \$280.00 |
| b) The Bulletin, Billing Period 5/2/16-5/29/16
<i>Clerk of the Works RFP Advertisement</i> | \$159.89 |
| c) State of Connecticut Building Permit
<i>Education Fee</i> | \$209.01 |

Motion carried unanimously.

5. Correspondence and Announcements

There were none.

6. Citizens Comments

Brian Musumeci asked Mr. Bartlett about securing material at the school because he is concerned with people being around the building in the evening, i.e., children playing on the playground and people playing basketball. Mr. Bartlett said he made a recommendation to Allied Restoration to put up fencing but they feel it is not necessary. It was decided that a sign should be put up and a request made to Troop D for a trooper to drive through every evening.

7. Adjournment

Motion: by D. Mitchell Eaffy, seconded by Chandler Paquette to adjourn at 8:10 a.m.

Motion carried unanimously.

Respectfully submitted,

Joni Cullan
Recording Secretary