

CALLAHAN SCHOOL BUILDING COMMITTEE

Meeting Minutes

Meeting Place: Callahan School Principal's Office

Meeting Date: October 11, 2005

Meeting Time: 6:30 PM

Members Present:

Andre Auclair

Mark Brizard

David Brunetti, Chair

Mike Coutu

Roger Robert

Karen Ostroff, ex-officio

Members/Staff Absent:

Barry Lowe

Mary Elliot

Staff/Consultants Present:

David DeQuattro, RGB

Nancy Binns, Town Council Liaison

Staff/Consultants Absent:

Gordon Richardson, School Dept.

Barbara A. VonVillas, School Dept.

John Mainville, Town

Kevin Cleary, Town

Paul Couture, School Committee Liaison

Others Present: None

Call to Order: Meeting called to order at 6:40 PM

Approval of Minutes: None

Approval of Invoices/Bills: None

Citizen Comment: None

Old Business:

1. Received updated cost estimates for additional scope items, provided by David DeQuattro of RGB. Some prices still not available but will be provided before next meeting.

2. Discussion re: prioritizing additional scope items, particularly regarding painting options, and construction schedule. Concern was raised regarding rapidly escalating material costs, and increasing

cost of propane which will be needed to “tent” areas of outdoor construction during winter. Some discussion re: value of waiting till spring to break ground – propane costs now vs. higher materials costs later. Committee agreed to proceed with bids, etc. for November groundbreaking.

3. Committee requested that RGB provide break-down of costs for various painting options for façade – from most expensive (strip paint with chemical remover, apply primer and two coats) to least expensive (hand-scrape loose paint, seal with new primer and two coats). Dave DeQuattro will provide. Core Committee will need to make final choices, as bid addenda needs to go out on Monday, 10/17.

Committee discussed key items to be included in add-ons, with some consensus: roof, bathroom updates, lead and asbestos abatement, etc. Low priority items are kitchen dishwasher and extended length for gym.

4. Committee voted to replace absent member on Core Committee: Barry Lowe. Motion was made by Mark Brizard, and seconded by Roger Robert; motion passed 5:0. New member of Core Committee is David Brunetti.

New Business:

1. Appointment of new clerk : Ms. Gosselin is no longer able to serve as clerk. Minutes to be taken today by K. Ostroff, and delivered to new clerk, when appointed.

2. Clerk of the Works: Dave DeQuattro will provide sample RFP and interview question for hiring of Clerk of the Works. Mark and Roger to finalize RFP with Dave, and choose candidates to interview. Karen

Ostroff asked to be part of interviewing process, as Clerk will be the main liaison to school personnel during construction. Committee agreed.

3. Budget: Discussion of tentative budget drawn up by Chair, David Brunetti. Committee agreed to eliminate independent engineer's review – motion made by Mark Brizard and seconded by Roger Robert; motion passed 5:0.

4. Finalized budget is due to Town Council on November 2nd. Was to have been based on opened bids (originally scheduled for Oct. 26th). Dave De Quattro raised a concern about the date, as we will be “competing” for contractors with a twenty million dollar project at Rhode Island College, due the same day. Committee agreed to postpone due date for bids to November 1st, in hopes of getting more contractors to bid. Town Council can approve a Letter of Intent on the 2nd, allowing project to go forward, despite delayed bid opening. Interviews for contractors should take place Nov. 2nd and 3rd.

5. Concern re: membership of Budget Sub-Committee: Mary Elliot may need to resign, due to health issue. Committee agreed to hold on contacting town regarding new member until next meeting, when Ms. Elliot will have more definitive answers from her physician.

6. Tentative schedule of new dates established:

- 10/17/05 - Pre-bid meeting with contractors at WLC, 1:00PM**
- 11/01/05 - Bids to be opened at 1:00PM. Committee to meet at 6:30 to review and schedule interviews**
- 11/02/05 - Town Council Meeting – letter of intent brought forward**
- 11/03/05 - Committee to interview contractors, 3:30, 4:30 and 5:30 PM**

. 11/09/05 - Town Council Meeting? If possible, will approve contractor at that time.

Other Business: None

General Discussion: None

Executive Session: None

Adjournment: Meeting adjourned at 8:40 PM

Minutes approved by:

David Brunetti, Committee Chair

Mark

Brizard

Date: _____

Date filed with Town Clerk: _____

Next Meeting Date: Monday October 24, 2005 at 6:30 PM