

**TOWN OF HEBRON
HES DRINKING WATER REMEDIATION BUILDING COMMITTEE
REGULAR MEETING
15 GILEAD STREET
HEBRON TOWN HALL**

Monday, March 16, 2020

6:30 PM

AGENDA

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT

This section of the agenda is reserved for persons in attendance who wish to briefly address the HES Drinking Water Remediation Building Committee. The committee requests that comments be limited to three minutes or less. Persons wishing to address the Committee regarding agenda items should request clarification from the Chair as to whether or not they should speak during the public comment portion of the meeting or at the time the agenda item is considered

4) APPROVAL OF MINUTES

- a) Special meeting minutes 03-02-2020
- b) Previous Meetings SP&A notes 2-20-2020 03-02-2020(if available)

5) SUPERINTENDENT REPORT

- a) Project Finance Support
- b) Hungerfords/Brendan Rowley Update DPH project approval

6) SILVER PETRUCELLI / NUTMEG COMPANIES

- a) Project Plan – Schedule coordination status
- b) Shop Drawings - Cut sheets (on agenda just to ensure we are current and no issues)
- c) Permit Status
- d) Other items

7) REVIEW AND POSSIBLE ACTION ON CLERK OF THE WORKS RFP

8) PAYMENT REQUISITIONS

Consider and Act on Approved Requisitions:

Silver Petrucelli	Inv# 20-217	\$54,697.75	Detail Update
Hungerfords	Inv# 86373	\$225.00	

9) UPDATE FINANCE STATUS

- a) SDE Reimbursement
- b) Balance Worksheet

10) OTHER PERTINENT PROJECT BUSINESS

11) ADJOURNMENT



Meeting Minutes

Project: Hebron Elementary School – Contaminated Water Piping Replacement

Client: Town of Hebron
15 Gilead Street
Hebron, CT 06248

Location: Hebron Elementary School, Conference Room

Date: February 20, 2020 at 3:45 pm

Attendees:

Steve June	Silver/Petrucci	sjune@silverpetrucelli.com
Ryan Haley	Silver/Petrucci	keldridge@silverpetrucelli.com
Mal Leichter	Hebron BC Chair	mleichter@hebronct.com
David Foster	Hebron BC	nilrem@sbcglobal.net
Richard Steiner	Hebron BC	rsteiner183@aol.com
Wayne Warwick	Hebron BC	wwarwick31@gmail.com
Tom Baird	Hebron Public Schools	tbaird@hebron.k12.ct.us
Kathleen Pane	Fuss & O’Neill, Inc.	
Evert Gawendo	The Nutmeg Companies, Inc.	
Dan Riley	The Nutmeg Companies, Inc.	
Shayne McAvoy	The Nutmeg Companies, Inc.	
Michael Larkin	Hebron Public Schools	
Randy Blais	Town of Hebron	
Andrew Tierney	Town of Hebron	
Brendan Rowley	Hungerfords	

Purpose:

Pre-construction kickoff meeting & Special Meeting of the HES Drinking Water Remediation Building Committee to review project items.

Meeting Notes:

1. [Silver/Petrucci Preconstruction Meeting Agenda Sheet \(presented as a handout for discussion. See attached\):](#)

1.1. [Personnel Responsibilities \(summary of attached sheet\):](#)

1.1.1. Silver/Petrucci Construction Administrator – Steven June

1.1.2. Nutmeg Companies Project Manager – Shane McAvoy. Evert Gawendo (Vice President) to be copied on emails

1.1.3. Project Superintendent – Dan Riley

- 1.2. Submittals (summary of attached sheet):
 - 1.2.1. Silver/Petrucci to review in-house submittals within five working days, out of house submittals within ten working days.
 - 1.2.2. Use of A/E's CAD files release form was given to Nutmeg for signature & to be returned to Silver/Petrucci.
 - 1.2.3. Contractor to review & stamp submittals prior to sending to Silver/Petrucci.
 - 1.2.4. Silver/Petrucci to provide Nutmeg's list of subcontractors to be used to the owner. See attached.
- 1.3. Monthly Progress Payments (summary of attached sheet):
 - 1.3.1. Pencil Payment Applications are to be sent to Silver Petrucci only for review. If acceptable, stamped (Notarized) copies can be emailed. Silver/Petrucci will sign & email to the owner & Nutmeg.
 - 1.3.2. This project is a CHRO project & additional retainage will be required until accepted by CHRO.
- 1.4. Progress Schedule (summary of attached sheet):
 - 1.4.1. Building permit – Nutmeg has requested stamped drawings/specifications for submitting to obtain the building permit. *Update – Nutmeg has been notified that the documents are ready for pick up at the Silver/Petrucci office in New London, CT.*
- 1.5. Field Construction meetings (summary of attached sheet):
 - 1.5.1. Meetings are to be held once a week during construction. Date to be determined in June.
 - 1.5.2. Nutmeg is to produce the meeting minutes & emailed to participants.
- 1.6. Temporary Facilities (summary of attached sheet):
 - 1.6.1. Job site office to be in Room 14
 - 1.6.2. Storage of material to be determined at a later date
 - 1.6.3. Bathroom facilities to be supplied & maintained by the Nutmeg
- 1.7. Job Requirements (summary of attached sheet):
 - 1.7.1. No project sign is required
 - 1.7.2. Progress photos to be submitted with the notarized payment application. Certified payrolls are to be submitted with notarized payment application.

2. General Discussions:

- 2.1. Submittal Process:
 - 2.1.1. Sample ceramic tiles – Physical ceramic tiles were handed to Silver/Petrucci during the meeting. Cover submittal to follow. *Update – No submittal cover letter has been sent as of yet.*
 - 2.1.2. No submittals, other than above, have been emailed to Silver/Petrucci as this site meeting. *Update – First set of submittals received via email 2/26/20.*
- 2.2. Lead Testing:
 - 2.2.1. The Testing laboratory for the lead is UConn/USDOE team. They'll be testing at the start of the project and at the completion. The testing laboratory will be requesting physical samples at the locations chosen by the them. Nutmeg is to coordinate the laboratory/school. The findings of the piping for the study will possibly be presented in a publication.
- 2.3. Pump house:
 - 2.3.1. The School is seeking to install a pump house. The scope of work is not included in Silver/Petrucci's contract. The school has the contract drawings which can be used for its location/work summary filing.
- 2.4. Backflow preventor :
 - 2.4.1. No RFI was presented for questioning if a back flow preventor can be used. As stated per the school in the meeting, no back flow preventor will be used for the construction process or as a permanent item.
- 2.5. Plan of construction phasing :
 - 2.5.1. The school has requested a Nutmeg current/future schedule of the work areas which will be used to coordinate the custodian's schedule & general use by all parties. This schedule will be updated weekly to be presented at the weekly site meeting. Schedule is to include current week & two weeks beyond the site meeting.
- 2.6. Attachments
 - 2.6.1. Preconstruction Meeting Agenda - See attached preconstruction agenda which was created by Silver/Petrucci and provided as a handout for review during the meeting
 - 2.6.2. Attendees list

2.6.3. Current subcontractor list

2.7. Meeting adjourned at 5:23pm

Any corrections, additions or comments regarding the above meeting minutes must be submitted in writing to Silver/Petrucci + Associates within 14 days of the issue date noted below.

Minutes Prepared By: Steve June, S/P+A

Minutes Issued: March 2, 2020

Distribution: M. Leichter, S/P+A File

TOWN OF HEBRON
HES DRINKING WATER REMEDIATION BUILDING COMMITTEE
March 2, 2020 – Regular Meeting
Town Office Building

RECEIVED
2020 MAR -5 A 11:02
[Signature]
HEBRON TOWN CLERK

Members Present: M. Leichter, H. Petit, R. Steiner, D. Foster

Member Absent: W. Warwick

Guests: R. Haley, R. Young, W. Durocher, S. Levin, Dr. T. Baird, J. Collins

The meeting was called to order at 6:30 p.m.

Approval of Minutes – February 20, 2020: It was noted that Heather Petit was not in attendance for the 2/20/2020 meeting. D. Foster noted that he would like the following added to the minutes, "Pencil copies of the requisitions need to be approved by Silver Petrucelli before they come to the Committee for approval." Also, "the contractor stated that there should be no off site storage."

R. Steiner moved and D. Foster seconded a motion to approve the minutes of February 20, 2020 as amended. The motion passed with H. Petit abstaining.

Status of Clerk of the Works RFP: M. Leichter stated that the RFP was sent out to the Dept. of Administrative Services and it is also posted on the Town's website. M. Leichter noted that D. Lanza has also called CREC.

M. Leichter stated that Ron Young a former plumber is present at the meeting and is interested in bidding for the Clerk of the Works. R. Young noted that the information in the RFP was pretty clear but he has a few clarifying questions. One of the questions was in regards to insurance. Also, are the project meetings part of the 25 hours. D. Foster stated that the project meetings will be happening during the day. M. Leichter indicated that he will touch base with A. Tierney regarding the insurance question.

Superintendent Report:

SDE Reimbursement: S. Levin reported that the Town has paid bills through 12/31/19.

Brendan Rowley Update re: DPH Project Approval: Dr. Baird stated that he requested an update from B. Rowley but he has not heard back from Cindy of DPH as of yet.

Silver Petrucelli/Nutmeg Companies:

Project Plan – Schedule Coordination Status: W. Durocher questioned what the times would be for construction over the April vacation as he needs to coordinate custodial staff. Also, what areas of the building will they be working on and what order will they be turned over.

Permit Status: R. Haley stated that he received the permit sets and they will be applying this week.

Payment Requisitions:

~~Consider and Act on Approved Requisitions – Silver Petrucelli Invoice #20-217:~~ D. Foster moved and R. Steiner seconded a motion to approve Inv. #20-217 in the amount of \$54,697.75. D. Foster stated that the invoice is very difficult to follow. M. Leichter stated that he would contact K. Eldridge requesting that the addenda clearly define the services that are to be provided and the projected costs. Also, the Committee needs the invoice documentation that is mapped directly to the proposals. The State audit process will require the school staff and the Committee to explain what services were provided for every invoice.

The Committee will vote to approve Inv. #20-217 upon receipt of better documentation showing what we are paying for. In addition, based on the receipt of a report from Gradient.

The motion passed unanimously.

Other Pertinent Project Business: There was a discussion regarding what will happen to the water heater at HES once the project is over. R. Haley noted that the water heater is contaminated and should be disposed of. M. Leichter stated that he will send a note to A. Tierney regarding this.

R. Steiner moved and D. Foster seconded a motion to adjourn at 7:20 p.m. The motion passed unanimously.

Tricia Schiavi
Board Clerk

Hungerfords Incorporated

Pump Service

PO Box 748
 North Haven, CT 06473-0748
 Phone (203)248-5541 Fax (203) 230-4799
 www.HungerfordsPumpService.com

SERVICE INVOICE

Date	Invoice #
2/28/2020	86373

CT Lic# P1-0204646

Bill To:

Hebron Board of Education
 580 Gilead Street
 Hebron, CT 06248

Service Site:

Hebron Elementary
 92 Church Street
 Hebron, CT

Service Date	P.O. Number	Terms	Due Date	Rep	Account #	Project
2/28/2020	Bldg Pipe Replace...	NET	2/28/2020	BR		
Description		Quantity	Serviced	Price Each	Amount	
Commercial Service Call Building pipe replacement meeting. Attended by Certified Operator. Includes portal to portal and site time.				225.00	225.00	
				Subtotal	\$225.00	
				Sales Tax (0.0%)	\$0.00	
				Total	\$225.00	
			Payments/Credits	\$0.00	Balance Due	\$225.00