



**SCHOOL CAPITAL PROJECT COMMITTEE
WATERTOWN, CT**

**REGULAR MEETING
WEDNESDAY, AUGUST 16, 2023– 7:00 P.M.
MINUTES**

**WATERTOWN TOWN HALL
TOWN COUNCIL CHAMBERS
61 ECHO LAKE RD.
WATERTOWN, CT 06795**

1. Call Meeting to Order.
Chairman Robert Porter called the meeting to order at 7:05 p.m.

2. Pledge of Allegiance.
Chairman Robert Porter led the pledge of allegiance.

3. Roll Call.

Robert Porter
Anthony Ciriello
Brian Mays
Thomas Walsh (phone)

Superintendent of Schools
Dr. Alison Villanueva

Vice Chairman of the Watertown Town Council
Mary Ann Rosa

Town – Purchasing Agent/Building Supervisor
Donna Ford

Absent : Mark Guerrero
 David Demirs
 Jeffrey Desmarais
 Jeff Franson
 Jim Lehner
 Luigi Verlardi, Board of Education/Facilities Director

a. Regular Meeting – June 21, 2023

Motion: Brian Mays seconded by Anthony Ciriello to accept the June 21, 2023 meeting as presented.

Discussion: none.

Motion passed unanimously

5. New Business.

a. Update on School Capital Projects to date by Director of Facilities, Mr. Luigi Velardi

Chairman Robert Porter in the packet, Mr. Velardi has listed out the dates for completion, schedules and so forth.

Mary Ann Rosa asked when does school start.

Dr. Villanueva, Superintendent of Schools answered the first day of school is August 30th, all of our faculty returns on the 25th.

Mary Ann Rosa asked at the high school?

Dr. Villanueva, Superintendent of Schools answered yes. The track is going to be finished up right now we are projecting September 22nd. Right now, we are rescheduling all of our varsity football somewhere else where we can start up with the first month of games.

b. Report from Kaestle Boos on Swift Project – no questions at this time.

c. Bond documents. – the documents are attached.

d. Projects Billings:

	Vendor	Invoice No.	Dated	Amount Due	Paid Ck #
1.	Atlantic Sports Group	Application #1	06/30/2023	\$669,728.00	244480
2.	KBA	23009.00-1	06/30/2023	\$ 4,625.00	244483
3.	Phoenix Advisors	11132	08/01/2023	\$ 26,750.00	244488

Chairman Robert Porter stated we need to vote to accept the invoices presented and to pay it.

1. Atlantic Sports Group:

Anthony Cirello asked is there a copy that has the architect's signature on it. I want to verify that the architect is comfortable with the percentages invoiced.

Dr. Villanueva, Superintendent of Schools answered no, we are missing the architect's signature on this certified amount. We have the first signature from Scott Crosstrich, however there are a number of emails that go back and forth that certify that the work is done. I will follow up and give him a call after our meeting tonight and confirm the second signature. They have been waiting for us to respond and to remit what's owed on the invoice.

Chairman Robert Porter stated I suggest we hold this until we get the certificate from KBA, once they have it in hand then we should pay the bill.

Anthony Ciriello asked about the change order for \$49,000 he did not see the second sheet, was there a condition that cropped up.

Dr. Villanueva, Superintendent of Schools answered she has the detailed outline of all the line items that equal up to the total amount. There is not a separate line item that's called change order. You can see everywhere from insurance, to bond, to administrative equipment, mobilization, removal, preparing and testing, it is listed out with every single item cost is worth. I can attach that, when I talk with Mr. Crosstrich tonight. I will ask him what the \$49,000 was specifically to these line items. All of our projects have a contingency from the start just in case of any supply adjustments for cost, so on and so forth. In terms of completion, we are going to go to the KBA invoice next, I do have the revised and updated invoice that has the completion report that now has the proper dates on it and they do certify that it is ultimately complete, if that gives any reassurance.

Anthony Ciriello asked is this application for a hundred percent of the contract value.

Dr. Villanueva, Superintendent of Schools answered correct.

Anthony Ciriello asked all the work is completed.

Dr. Villanueva, Superintendent of Schools answered correct.

Anthony Ciriello asked Robert Porter, we can approve the amount pending the architect signoff.

Chairman Robert Porter answered I think that is the way we should do it.

Motion: Anthony Ciriello seconded by Brian Mays: I make a motion for payment for application #1, for period 6/30/2023 in the amount of \$669,728.00 be approved for payment pending the architect's certification of the amount requested.

Motion passed unanimously

2. KBA:

Chairman Robert Porter stated this is for Swift Middle School and for Watertown field and track replacement, construction, administration and project, this invoice has been floating around for about a month now or better and this is the Swift project.

Anthony Ciriello stated this particular invoice is dated for June 30th additional work performed for July and now August, so there would be future invoices. I feel comfortable with 25%.

Motion: Anthony Ciriello seconded by Brian Mays I make a motion to pay KBA invoice #23009 dated June 30, 2023 in the amount of \$4,625.00.

Motion passed unanimously

3. Phoenix Advisors:

Chairman Robert Porter stated in looks like it is broken down into two, one is from Phoenix Advisors for \$19,750 and the other from Electronic Distribution, for the bonding advisors for the project.

Chairman Robert Porter asked this is the 26,750 is that the correct amount?

Mark Raimo, Town Manager answered yes, if you add the two totals of the invoices that is the amount.

Chairman Robert Porter asked is this the total invoicing amount from them or is there additional billing coming?

Mark Raimo, Town Manager answered that I am not aware of.

Dr. Alison Villaneuva, Superintendent of Schools asked for clarification is the Phoenix Advisors the cost for their management of the distribution of the bond funds?

Mark Raimo, Town Manager answered yes, this is the cost of the company that went out to bond, the ones who actually purchased our bonds. This is the actual cost for that bonding process.

Dr. Alison Villaneuva, Superintendent of Schools asked do we pay Phoenix Advisors everything time when we go into a new project through the capital improvement funds or is one time deal for all the bonding that we use for other projects.

Mark Raimo, Town Manager answered I believe we bonded out approximately \$11 million dollars, the cost associated with that bonding project and we will do a second bonding project next year in the late spring and there will be additional costs for those projects.

Chairman Robert Porter asked this is what has been done to date.

Mark Raimo, Town Manager answered this is for the portioned amount associated with the school projects.

Motion: Brian Mays seconded by Anthony Ciriello I make a motion to pay Phoenix Advisors LLC. for invoice #11132 for \$7,000 dated August 31, 2023 and the second invoice #11133 dated August 26, 2023 in the amount of \$19,750.

Motion passed unanimously

Chairman Robert Porter asked if all pertinent information to complete the agenda be attached. It needs to be in the package to be approved otherwise it is going to wait 30 days.

6. Old Business - none.

7. Adjournment.

Motion: Robert Porter seconded by Brian Mays adjourn meeting at 7:20 p.m.

Motion passed unanimously

Respectfully submitted

Robert Porter, Chairman
Watertown Public Buildings Committee