

Shepaug Building Committee  
Minutes of Meeting  
September 11, 2017

*1. Call to Order*

Mr. Gregory Cava, Chairman of the Shepaug Building Committee called the meeting to order on Monday, September 11, 2017 at 5:33 PM. Room A4.

Present were the following:

Committee: Gregory Cava, Chairman, Valerie Andersen, Robert Horrigan,  
John Kuck (6:17), Tim Laughlin (5:35), Alex McNaughton, Julie  
Stuart

Administration: Patricia Cosentino, Superintendent;  
Kim Gallo, Principal Shepaug Valley School

Others Present: Charles Boos and Brennan White, Kaestle Boos Associates;  
Mark Jeffko, O & G Industries;  
Richard Couch, Martinez Couch & Associates, LLC;  
Teresa DeBrito, Director of Curriculum

Alex McNaughton referenced the 7 bid envelopes and if they had been opened yet. Mr. Cava stated that would be addressed further in the meeting.

*2. Adoption of Minutes:*

August 7, 2017

**MOTION:** made by Alex McNaughton, seconded by Julie Stuart to accept the minutes dated August 7, 2017.

**VOTE:** in favor: Valerie Andersen, Gregory Cava,  
Alex McNaughton, Julie Stuart

abstain: Robert Horrigan (not present at the Aug. 7 mtg.)

motion passed (4-0-1)

*3. Discuss Agri-Science Project*

a. Project Status, Review of Drawings, Present Configuration:

Mr. Cava indicated he appointed a sub-committee consisting of himself, Mr. Kuck and Mr. O'Learys to review the seven responses to the RFP/RFQ for the commissioning agent. The sub-committee will review the seven submissions. Mr. Cava explained that the bids, submitted in separate sealed envelopes as per the RFQ will remain sealed until the committee has interviewed the commissioning agent applicants. Mr. Cava would like to have interviews as soon as possible.

b. Consultant Overview of progress to date and next steps:

It had been noted that are several items that need to be moved forward. Final Survey, Traffic Study and a Septic Study. There was concern in regards to the timing of the studies with the change of seasons and having to be concerned about snow and frozen ground. Specifically, the Septic Study requires deep hole and percolation testing done before the ground freezes. It was noted that the \$47,502.00 for the septic needs to have prior approval by the BOE.

There was discussion with Chuck Boos in regards to revised curriculum needs. Kim Gallo stated that the "Green Binder" has the curriculum outlined which has in it, information needed to order the correct equipment. Kim Gallo and Teresa DeBrito were helpful with input during the discussion. Mr. Boos explained the needs for KBA to have the list of material needs. Suzanne Green was referenced and that it would be helpful to have consultant input. Dr. Cosentino stated the need of having the consultants at the next Building Committee Meeting to help provide information needed for the classrooms and the necessary equipment needed in the classrooms. Mr. Boos stated that he would coordinate the presentation by the consultants.

Questions were asked of the Traffic Study as to when it would be started, how long it would take, the length of the data gathering process and how much of the allocated money would be needed to start the process? It was also asked if there would be a benefit to getting on the schedule now rather than waiting.

MOTION:               made by Valerie Andersen, seconded by Tim Laughlin that since the traffic study had already been approved by the committee and allocation has been approved by the full BOE at the August 7, 2017 meeting, to ask the advisors to begin the process of data collection for the traffic study.

Valerie accepted a friendly amendment by Robert Horrigan to put a cap of \$5000.00 on the study into her motion.

VOTE:                 unanimous

c. Septic Study

Discussion on the Septic System. Chairman Cava stated he could not give an approval until it had been approved by the BOE. Talk of field work and the excavator took place. It was noted that Mr. O'Leary had previously mentioned that the Region has an excavator onsite. The bidding process and whether it would be needed was brought up and discussed. Mr. Cava added that he and Mr. O'Leary have been in contact and have had that discussion. Mr. Couch explained the need and purpose of the Septic Study and permits. It had been asked if there was a proposal. Mr. Cava responded that he has a proposal but he did not have it available at the meeting. Mr. Cava stated that at this evenings BOE meeting, he will bring the septic issue up during his report and try to get the septic issue on the agenda so that the committee can move forward.

MOTION:               made by Valerie Andersen, seconded by Alex McNaughton to recommend to the BOE to move forward with the Phase 2 Septic Design and that at present time to move forward with the field investigation, \$13,000.00 worth of work to gather information to do what needs to be done that would be date sensitive.

VOTE:               in favor:       Valerie Andersen, Gregory Cava,  
Robert Horrigan, Tim Laughlin ,  
Alex McNaughton, Julie Stuart

abstain: John Kuck

Motion passes: 6-0-1

d. Drawings or any changes since previous meeting:

Nothing new has been done since mid-July.

Mr. Cava stated that K.B.A has advised him that it is necessary to complete the survey to enable them to move forward. The work by Mr. Alex was noted but while the topographic study based on an approximately 20-year old aerial study with some recent verifications on the ground is ok for the areas of the project not being disturbed, e.g., the wooded areas and some of the fields, the nature of our project requires a topographic survey on the ground with many confirmation points within the project area. The committee has obtained an estimate for the remaining work from Martinez Couch & Associates for \$14,950.0, which was discussed. Mr. McNaughton asked for information to be made available so that the survey could be voted on at the next committee

meeting. The Committee discussed Mr. Alex's invoice but required additional information before approving payment.

MOTION:               made by Alex McNaughton to approve a maximum of \$15,000.00 for the employment of a surveyor for an A2/T2 map to complete a location survey and topographical within the area shown on the proposal by Martinez Couch & Associates, LLC to a Class A2 Horizontal and a Class T2 Vertical accuracy.

Mr. Cava questioned the type of new survey. Mr. Couch stated that the new survey would be a dependent survey of Mr. Alex's boundary survey with the intention of showing information appropriate for submitting.

Alex McNaughton withdrew his motion in order to permit more study of the scope of work.

e. Pending Payments, Contractual Cost:

None

#### 4. Misc.

Mr. Cava stated that at the next meeting he would like to review the upcoming meeting dates and that there may be a need to add dates to the calendar. Particularly in October.

#### 5. Adjournment

There being no further business, the meeting was adjourned by consent at 7:15 PM.

Next meeting; September 20, 2017