

**FAIRFIELD LUDLOWE HIGH SCHOOL BUILDING COMMITTEE Special Meeting**  
**Wednesday, September 11th, 2013**  
**8:00 p.m. Fairfield Ludlowe High School Lecture Room**  
**785 Unquowa Rd.**  
**Fairfield, CT 06824**

**FINAL MINUTES**

Members Present: Marc Donald, Chair; Marc Andre, Joseph Pagnozzi, Donna Ertel, Robert Sickeler, David Weber, Terri Leopold Others Present: Sal Morabito, Judy Ewing, Greg Hatzis, Twig Holland

**I. Call to Order**

The Special Meeting was called to order at 8:39 PM.

**II. Information and Reports**

**a. Review of the details of the projects – Sal Morabito**

Sal Morabito reviewed the Ed Specs with the committee and the two conceptual schemes that were proposed when the budget was approved. He also mentioned again the window and roof replacement plans. There are 19 roof sections, 15 of which are well past the warranty period. He also reported that Hoffman Architects had studied the windows in 2004 and found that 85% were fair to poor due to age. More recently, the state has required PBC testing and abatement when replacing windows at schools.

**b. Discussion of the Charge.**

The Charge had been previously made available to all committee members. There being no concerns expressed, there was no further discussion. c. Further information about the RFQ.

Twig Holland reported that she had sent an addendum to the RFQ that she had sent out to encourage architects to respond as a result of some questions that had been raised by various firms. Responses are due at 2:00 PM on Tuesday, September 17th. On Wednesday, she will put all of the applications on a Website and provide each committee member with a password to access the Website. She will also send the original RFQ and pertinent links. With the assistance of the Chairman, Ms. Holland discussed some of the questions which prompted her to send an addendum.

She reminded the members that the short listing will be determined on 9/25 and the presentations by the four short-listed architects will occur on 10/16 starting at 5:30 PM. Committee members asked questions which Ms. Holland answered.

**III. Consider and approve Regular Meeting dates for the remainder of 2013.**

After reviewing the upcoming reasons for meeting thru December 2013 with Ms. Holland, a motion was made by David Weber and seconded by Marc Andre to approve the following dates: September 25 (at 7:30 PM to short list the presenters for architect)

October 16 (at 5:30 PM to hear and act on four presentations from architects) October 30 ( at 7:30 PM to short list the Program Management Services) November 13 (at 6:30 PM to interview and act on the short listed Program Management Services) November 20 (at 7:30 PM to short list the presenters for CM) December 11 (at 5:30 PM to hear and act on four CM presentations) All meetings will be held in the FLHS Lecture Hall except for the two scheduled for 10/30 and 12/11. Perhaps those can be held at Independence Hall. The vote was 7 - 0 – 0. There was further discussion about scheduling meetings twice a month and the fact that the holidays in November and December presented a bit of a problem. In addition, there may be a need to meet again in December for the Election of Officers and to set dates for Regular Meetings in 2014. Marc Andre then moved to approve one additional meeting on December 18th. It was seconded by Donna Ertel. The vote was: 7 - 0 - 0. That meeting will be held elsewhere, as well; perhaps at Independence Hall.

#### IV. Adjourn

A motion to adjourn was made by Joseph Pagnozzi; seconded by Terri Leopold. The committee unanimously supported the motion. The meeting was adjourned at 10:00 PM.

Respectfully submitted,  
Judy Ewing  
Recording Secretary