

BUILDING COMMITTEE MEETING
Monday, October 21, 2010
7:00 pm

Fairfield Woods Middle School Library/Media Center
1115 Fairfield Woods Road
Fairfield, CT 06825

FINAL MINUTES

Members Present: Bill Sapone, Dan McKnight, Doreen Battimelli, Rich Kornutik, Vic DeMaria, Chad Stewart, Neal Fink (7:14 pm)

Members Absent: Kim Marshall, Jennifer Tierney

Others Present: Randall Luther, Tom Cullen, Mark Corcoran, Ralph Martin, Dr. David Title, Sal Morabito, Judy Ewing, Phil Ryan, Greg Hatzis, Mark Corcoran, and other neighbors

I. Call to Order

Chairman Bill Sapone called the meeting to order at 7:08 pm.

II. Approve Minutes

Dan McKnight made a motion to approve the minutes of September 16, 2010. Doreen Battimelli seconded the motion which carried 5-0-1. Mr. Sapone abstained.

Vic DeMaria made a motion to approve the minutes of October 14, 2010. Rich Kornutik seconded the motion which carried 5-0-1. Mr. McKnight abstained.

III. Update on Upcoming P&Z hearing

Mr. Sapone said the TPZ notice for the October 26, 2010 public hearing had the wrong date published so the public hearing has been rescheduled to November 16, 2010.

IV. Discuss Hiring of Testing/Balancing Contractor by Commissioning Agent

Mr. Sapone said that the project will need a testing and balancing contractor which the Commissioning Agent can hire or the Committee can hire directly. Mr. Sapone believes it would be more efficient if VanZelm hired the contractor. Phil Ryan of Purchasing said the Purchasing Director said the Committee should do the hiring and have this be bid out so there's no conflict of interest. Mr. DeMaria asked what would be tested. Randall Luther said all new systems have to be tested. Mr. Sapone asked if a RFP or a RFQ will be needed. Mr. Ryan said purchasing will bid to quantify services. The committee asked about hourly rates and costs. The committee then decided to hire the Testing/Balancing Contractor themselves and directed Mr. Ryan to convey the information to the Purchasing Director. Neal Fink asked if the Committee could get an organizational chart to show who's reporting to whom. Mr. Sapone said he would give the committee a copy of an organizational chart that the TFC had put together in its building committee manual or prepare one.

V. Discuss Requirement/Appointment of a Project Manager-Facilitator

Mr. Sapone gave the Committee a copy of an email he received from Mr. Luther regarding the appointment of a project manager-facilitator, as required by the Bureau of School Facilities. Mr. Sapone suggested Sal Morabito be the facilitator, as the tasks outlined were fairly limited.

Dr. David Title suggested that the Committee consider hiring an Owners Representative, though he did agree that Mr. Morabito could perform the tasks required for the BSF. There was some discussion that this had been considered early on and that based on past experience, the Town

ing an Owners Rep. After some discussion, it was agreed
facilitator for the duties outlined by the BSF.
discuss having an executive group delegated to approve
change orders as is being done by the Stratfield Building Committee, to avoid any project delays.
The Committee felt that with Mr. Morabito, the CM, the Commissioning Agent and the architect,
the project had sufficient oversight.

VI. Review of Proposed Lighting Changes

Mr. Luther spoke to Al Kelly, SBC Chair, about revising the lighting plan to include revisions incorporated at Stratfield School to reduce light spill over, as Mr. Kelly is a lighting designer. As a result, Mr. Luther recommended reducing the light pole height from 20' to 15', to reduce the spread of light. He also recommends adding some perimeter lights which would be fitted with a custom made shield that covers the back of the light and extends down about a foot. Mr. Luther gave the Committee a handout showing drawings of the light, each of which were 2' in diameter. These are not LED lights. Mark Corcoran, the closest neighbor, commented that he had been to Stratfield School to see the lights and found them acceptable. The committee members concurred and the lighting change recommendation was approved.

VII. Review the Science Room Design

Mr. Sapone expressed concern about the changes proposed in the science rooms brought up by Greg Hatzis at the previous meeting because of the cost implications. Mr. Hatzis said he now thinks that some space can be found by changing the furniture around, rather than trying to relocate the lab benches. The rooms need to accommodate 24 students, and Mr. Luther indicated a change in the type of furniture used, that is desks instead of tables, would give some flexibility and allow ample space for the students. Given the agreement by Mr. Hatzis, no change was approved, and the committee was hopeful that something satisfactory could be worked out.

VII. New Business

Mr. DeMaria would like the Committee to review the schedule at the next meeting. Mr. Sapone said he plans to review the schedule and the budget at the next meeting. Mr. McKnight asked how much the testing and balancing will cost and if that cost had been included in the budget. Mr. Morabito said that it was already in the budget. Ralph Martin said that the amount budgeted was \$100,000.

VIII. Public Comment-None

IX. Adjourn

Chad Stewart made a motion to adjourn the meeting at 7:55 pm. Mr. Fink seconded the motion which carried unanimously.

Respectfully submitted,

Jennifer S. Carpenter
Recording Secretary