

FAIRFIELD WOODS BUILDING COMMITTEE MEETING

Thursday, November 18, 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, Rich Kornutik, Doreen Battimelli, Neal Fink, Kim Marshall

Members Absent: Chad Stewart, Jennifer Tierney, Victor DeMaria

Others Present: Sal Morabito, Ralph Martin, Brian McDonald, Mark Corcoran, Judy Ewing, Greg Hatzis, neighbors

I. Call to Order

Chairman Bill Sapone called the meeting to order at 7:11 pm.

II. Approve Minutes

Rich Kornutik made a motion to approve the minutes. Dan McKnight seconded the motion which carried unanimously.

III. Review of P&Z Hearing

Mr. Sapone said the TP&Z finished the hearing on FWMS on Tuesday, November 16, 2010 and are expected to make a decision on December 14, 2010 during public executive session.

IV. Review Cafeteria Construction Issues

Ralph Martin, Malkin Construction, said that he had met with Sal Morabito, Greg Hatzis and representatives from Food Service. Malkin has an alternative plan for serving lunch in the cafeteria up until the last day before April break. He reported that the cafeteria work will start during the April break. During that first week, abatement on the exterior will begin, while no students are in the school. Kitchen items will be removed and tables will be set up in the half of the large gym on the stage side. Mr. Hatzis said that food, which will occasionally include hot items, will be prepared at an offsite location, perhaps FWHS. Sal Morabito said that TSK's plan will need approval from the health and fire departments. It was suggested that the new cafeteria tables/seats be from the FF&E package be ordered ahead of time for delivery and use after the April break, while the cafeteria expansion proceeds. There is also some furniture and equipment in storage that may be used and other districts will be contacted. Mr. McKnight asked when parents would be notified about this alternative plan. Mr. Hatzis said he already mentioned this at a recent PTA meeting. Members asked about timing and costs. Mr. Hatzis expressed concern about the use of the gym for the annual spring concert regarding taking down and setting up for the event. Mr. Martin said he would start construction work on April 15, 2011, which will involve taking down the kitchen ceiling, redoing the plumbing, working on the columns, putting up a joist for the new roof, and making the area watertight. Mr. Martin said he hoped the final inspections would be done by August 19, 2011, so as to have the cafeteria ready when school opens in September.

He is hoping for a quick turnaround on the approval and delivery of kitchen equipment. Mr. Martin gave the Committee a preconstruction schedule. He said Malkin wishes to start demolition in late-December during the winter break; start Phase 2 construction on February 2, 2011; and start kitchen/cafeteria work in mid-April of 2011; and secure a BSF date for FF&E approval for early January. The Committee asked about the bidding environment, which he said was still favorable and there was also a discussion on background checks for employees of subcontractors and on safety during construction. Mr. McKnight asked what local approval means. Mr. Martin said TSK is bringing in a second party reviewer, which is fairly common to do on these types of projects, to perform the same review as the State which gets backlogged, so the review can be completed in three weeks.

V. Review Guidelines for Change Orders

Mr. Sapone gave the Committee two handouts: a draft of Change Order Guidelines for emergencies, as well as Section 803 from the Town's Building Committee Guidelines manual. Judy Ewing suggested that Mr. Sapone run his draft guidelines by Purchasing Director Twig Holland. Mr. Sapone agreed to do that to get Ms. Holland's comments. Neal Fink made a motion to adopt the change orders guidelines as presented, subject to changes made by the Purchasing Director. Mr. McKnight seconded the motion which carried unanimously.

VI. Review 2011 Meeting Schedule

Mr. Sapone distributed a draft 2011 meeting schedule which had dates for the first and third Thursdays of each month at 7 pm. Mr. Kornutik made a motion to approve the 2011 meeting schedule. Mr. Fink seconded the motion which carried unanimously.

VII. New Business-None

VIII. Public Comment-None

IX. Adjourn

Mr. Kornutik made a motion to adjourn the meeting at 7:58 pm. Mr. McKnight seconded the motion which carried unanimously.

Respectfully submitted,

Jennifer S. Carpenter
Recording Secretary