

FAIRFIELD WOODS BUILDING COMMITTEE MEETING

Thursday, June 10, 2010

7:00 pm

Fairfield Woods Middle School Media Center/Library

1115 Fairfield Woods Road

Fairfield, CT 06825

FINAL MINUTES

Members Present: Bill Sapone, Doreen Battimelli, Dan McKnight, Kim Marshall, Rich Kornutik, Vic DeMaria, Jennifer Tierney

Members Absent: Chad Stewart, Neal Fink

Others Present: Sal Morabito, Phil Ryan, Randall Luther, Ken Procino, Brian McDonald, Ralph Martin, Greg Hatzis, Mark Corcoran, Twig Holland

I. Call to Order

Chairman Bill Sapone called the meeting to order at 7:06 pm.

II. Approval of Minutes

Mr. Sapone made a motion to approve the minutes. Kim Marshall seconded the motion. Mr. Sapone made a friendly amendment to correct the spelling of Tim Yahn's name and to change the word designed to designer in the fifth paragraph in section II. The minutes carried unanimously with one abstention from Doreen Battimelli.

III. Continue review of site plan and site planning issues

Mr. Sapone said he spoke to Library Board Member Brian Kelahan about the access way between the school and library parking lots and Mr. Kelahan said the library is in favor of this idea. Mr. Sapone asked Randall Luther to provide the Committee with a sketch of this in his next set of plans.

Mr. Luther gave a presentation on site issues. Mr. Sapone asked if there could be parking spaces in the middle of the parent drop off area with one way to come in and a new second lane to exit. Mr. Luther said that scenario is possible and another lane can be added in the grass area. Mr. Luther showed the Committee a 3-D model of the new courtyard area behind the library/media center that will be wheelchair accessible. Mr. Luther said there are different levels of grading in the courtyard area that will be negotiated. There is a large oak tree that will remain in the courtyard. Ms. Battimelli questioned whether the Fire Marshall will approve the ramp inside the courtyard. Mr. Luther said as long as it meets code standards, it will be approved. Rich Kornutik asked if an access road can be placed alongside the ball field. Mr. Luther said yes. He said paved areas are being kept away from classrooms so they aren't a distraction. Mark Corcoran asked if his home could get more of a buffer and Mr. Luther said the buffer could be shifted over a foot or two to give more room for the evergreens that will be planted and a stockade fence which will be installed. Mr. Corcoran asked how the Committee can assure that the access road between the library and school gets occasional use. Mr. Sapone said the library and school will only want the road used occasionally and right now it's a dead end road.

Ms. Battimelli asked if it made more sense to make the proposed new parent drop off the bus drop off instead. Principal Hatzis said the proposed parent drop off is not big enough because all the busses arrive in the afternoon at the same time. Mr. Luther said there will be regrading performed along the access road parallel to the ball field to fix the drainage and make that area handicap accessible. Dan McKnight asked where Malkin's vehicles will park and where they will get access to get into the school. Ken Procino said vehicles will be parked at either near the new addition or on the road. Mr. Hatzis suggested using the ten spots along the access road that runs parallel to the church because those spaces aren't utilized during the day.

IV. Review of construction/demolition scheduling and coordination

Mr. Hatzis gave the Committee a handout on his plans for relocating various rooms during the renovation. He proposed having the science rooms, 118-121, which are scheduled to be demolished next December, moved over the summer. Mr. Hatzis said that these science rooms will be moved to rooms 114 and 125 and will need water and additional power so Mr. Luther and Malkin met with him about this. The science rooms need storage and Mr. Hatzis suggested using the stairwell that leads to the boiler room. The computer lab in room 145 needs to be relocated. Mr. Hatzis suggests it be located to the mezzanine area in the library/media center. Mr. Hatzis gave the Committee a handout on a proposal for a Netbook Cart for this area. Mr. Sapone questioned which budget funding for the Netbook Cart would come out of and noted that the BOF doesn't want technology put in long-term bonding. Vic DeMaria noted that the cost of the Netbook Cart doesn't include a wall and cooling. Mr. Sapone noted for the record that the Committee will follow Mr. Hatzis's plan on relocating various classrooms and it agrees to use Option 1, the Netbook Cart.

Mr. Procino asked Purchasing Director Twig Holland about bidding procedures for electrical and plumbing. Mr. Procino said BSF won't allow Malkin to do a phased bidding process like they are doing for Stratfield School. Malkin is planning to demolish the science rooms in December / January, but that work would not be funded by the BSF. The Committee is okay with that because it takes off 3-4 weeks of the schedule and saves on labor/shift costs. Mr. Kornutik asked if there will be any remediation. Mr. Luther said the elevator shaft is the only exception.

V. Discuss set-up and assignment to subcommittees

Mr. Sapone said he is deciding on whether or not he should set up subcommittees on finance, architectural design, and construction. Subcommittees follow the same rules as committees and will need to submit agendas and minutes. An alternative to subcommittees is meeting all at once at the regular meetings and hearing everyone's input. Ms. Holland mentioned that other building committees assign members to specific roles, such as approving invoices in advance, and members report that information to the Committee at regular meetings, rather than serve on a subcommittee. Mr. Sapone assigned each member to the following areas: Finance-Dan McKnight, Kim Marshall and Bill Sapone; Architectural Design-Doreen Battimelli, Jennifer Tierney; Construction-Rich Kornutik and Vic DeMaria. Mr. Sapone will speak to Chad Stewart and Neal Fink about them serving in one of these areas. Ms. Holland said executive officers are authorized to approve field change orders of up to \$100,000 to keep the work moving. Mr. McKnight asked how the Committee keeps track of the budget. Mr. Sapone said Malkin keeps track of the budget and they will give the Committee a report each month.

Mr. Sapone asked when the sets of design drawings will be ready. Mr. Luther said he will bring them to the next meeting with the specs.

VI. New Business-None

VII. Public Comment-None

VIII. Adjourn

Mr. DeMaria made a motion to adjourn the meeting at 8:19 pm. Mr. Kornutik seconded the motion which carried unanimously.

Respectfully submitted,

Jennifer S. Carpenter
Recording Secretary