

## **FAIRFIELD WOODS BUILDING COMMITTEE MEETING**

**Thursday, March 17, 2011**

**7:00 pm**

**Jennings Elementary School Cafeteria**

**31 Palm Drive**

**Fairfield, CT 06825**

### **FINAL MINUTES**

Members Present: Bill Sapone, Kim Marshall, Jennifer Tierney, Victor DeMaria

Members Absent: Neal Fink, Doreen Battimelli, Rich Kornutik, Dan McKnight, Chad Stewart

Others Present: Sal Morabito, Judy Ewing, Randall Luther, Ralph Martin, Tim Yahn, Greg

Hatzis, Perry Liu, Brian McDonald, Ken Procino, Twig Holland

#### **I. Call to Order**

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

#### **II. Approve Minutes**

Victor DeMaria made a motion to approve the minutes. Kim Marshall seconded the motion which carried 3-0-1, Tierney abstaining.

#### **III. Review and Approve GMP**

Ken Procino of Malkin gave the Committee the GMP Proposal. The GMP is \$20,397,828. He went through each section of the GMP including the recap sheet; general trades; and a breakdown of the trades. Mr. Procino said that bid are due for Millwork next Wednesday. If the bids are over the budgeted amount of \$860,000, then the Committee will need a change order. Mr. Procino reviewed Exhibit C and said there are four allowances. Mr. Procino reviewed the clarifications and assumptions in Exhibit D. Mr. Sapone asked if the performance bond should be less money. Mr. Procino said it's an umbrella bond that the Town requires. Each subcontractor has its own bond. Mr. Procino reviewed Exhibit E, the construction schedule, and said it's the same as the one he presented a couple of months ago but with a few tweaks. Exhibit F showed five alternates. The first three are deduct alternates and they are not in the GMP. The fifth alternate is in the GMP and saved the Committee \$127,000. Mr. Sapone asked if there is a timing issue with the deducts. Mr. Procino said the timing isn't critical and the Committee can decide whether or not to include them at its second meeting in April. Ms. Tierney made a motion for the Committee to not approve the add alternate for the pre-patina finish on the wall panels. Ms. Marshall seconded the motion which carried unanimously. Mr. DeMaria made a motion to accept the GMP. Ms. Tierney seconded the motion which carried unanimously.

#### **IV. Construction Update-Review Monthly Report**

Mr. Procino gave the Committee a monthly report dated February 21, 2011 to March 11, 2011. He said he will issue the Committee invoices the first Thursday it meets and will issue a monthly report the third Thursday the Committee meets. Mr. Procino reviewed the report. He said the executive report is broken down by phases. The FF&E bids are due on March 22, 2011. The millwork bids are due on March 23, 2011. He said that there were some unforeseen conditions that involve ACM removal at the foundation wall and behind the brick façade. Malkin is working on resolving it with the BOE administration.

Mr. Procino discussed potential impacts; the schedule; and a cost report based of the GMP amounts. This report is how Malkin will track construction and soft costs relating to the project. Mr. Procino reviewed the CE log; cash flow projections; and bid award phases. He said the finish carpentry has not yet been awarded. Mr. Sapone asked about abatement. Mr. Procino said it will be a state contract. Mr. Procino reviewed the control logs; a jobsite safety log; and photos.

V. New Business

Ms. Marshall made a motion to award the bid for millwork to the lowest qualified bidder, subject to confirmation of qualifications. Mr. DeMaria seconded the motion which carried unanimously. The Committee agreed to hold a ground breaking ceremony on Friday, April 1 at 11 am. Principal Greg Hatzis said the project is going well. A few activities had to be cancelled or rescheduled. The students are preparing for a play; some of their rehearsals have been cut short.

VI. Public Comment-None

VII. Adjourn

Mr. DeMaria made a motion to adjourn the meeting at 7:46 pm. Ms. Tierney seconded the motion which carried unanimously.

Respectfully submitted,

Jennifer S. Carpenter  
Recording Secretary