

**FAIRFIELD WOODS BUILDING COMMITTEE MEETING**  
**Thursday, April 7, 2011—7:00 pm**  
**Fairfield Woods Middle School Library/Media Center-1115 Fairfield Woods Road**  
**Fairfield, CT 06825**

**FINAL MINUTES**

Members Present: Bill Sapone, Doreen Battimelli, Victor DeMaria, Dan McKnight, Rich Kornutik

Members Absent: Kim Marshall, Jennifer Tierney, Chad Stewart, Neal Fink

Others Present: Greg Hatzis, Perry Liu, Tim Yahn, Ken Procino, Sal Morabito, Phil Ryan, Ralph Martin, Mark Corcoran, Judy Ewing, Jeannette O'Connell

I. Call to Order

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

II. Approve Minutes

Victor DeMaria made a motion to approve the minutes. Rich Kornutik seconded the motion which carried 3-0-2, Doreen Battimelli and Dan McKnight abstaining.

III. Architect Update-Review FFE

Jeannette O'Connell of TSK gave the Committee a handout on the estimated budget summary for the FF&E. She reviewed the items that were to be ordered which included storage, cafeteria, science classrooms, library, and window treatments. Ms. O'Connell said that the main desk for the library that was to be categorized as a deduct alternate, but could not be listed as such, according to the State, because it had to be ADA compliant. She has been working with Jan Byrnes and Greg Hatzis. Deliveries are expected starting August 8, 2011 so the Purchasing Department will need to get purchase orders in soon. Ken Procino of Malkin said that several bidders had been awarded in each category, and there had been savings using this approach. These companies include Robert H. Lord, W.B. Mason, and Merchandise Mart, among others. Moveable shelving on casters will be ordered for the library which Mr. Hatzis said is a huge priority area. He wants to make it more functional for seminar purposes. The original budget was \$500,000 and so far Malkin expects to be under budget. Mr. Sapone made a motion to approve a not-to-exceed amount of \$295,000 for the FF&E bids already collected, for award to the lowest qualified bidder, as qualified by the purchasing department. Mr. DeMaria seconded the motion which carried unanimously.

IV. Review and Approve Applications for Payment

Ken Procino gave the Committee a handout on the monthly invoice detail with soft costs separated from the construction costs. He went through each item. Dan McKnight asked how the budget is tracked. Mr. Procino said there is a soft cost sheet. He also noted that the project is on budget. Mr. Procino then reviewed a handout detailing the soft costs. Mr. Kornutik made a motion to approve the monthly invoice for March, 2011 in the amount of \$1,174,532.35 for the construction costs. Mr. DeMaria seconded the motion which carried unanimously. Mr. Sapone made a motion to approve \$41,631.55 for the March soft costs. Mr. Kornutik seconded the motion which carried unanimously.

It was reported that the results of the re-bid of the mill work resulted in a reduction, as the award was for \$826,000 while \$860,000 was included in the budget.

Ralph Martin and Mr. Procino explained how they would track and report expenses, now that the GMP had been finalized.

#### V. Review Soft Cost Accounting

Mr. Procino said that Malkin would now provide all tracking and accounting for the soft costs which will be reported every month to the Committee.

#### VI. Construction Update

Mr. Procino gave a brief construction update and praised the good team effort and progress in the last six weeks. The steel is up and moving quickly. Mr. Martin said that the decks and roof work and remaining steel would be started next. They are planning to dig the cafeteria footings on April 8, and the retention work for the field and parking lot would be started on April 11. Over the April vacation, Malkin will move an egress and start the kitchen work.

The kitchen equipment will be moved to the gym by William B. Meyer. There is a soft cost of \$50,000 for moving in the budget. In answer to a question about why some things would be moved into storage, it was explained that the halls and rooms need to be clear for the operation of the school and that some items required climate control. The Committee reviewed a letter from Meyer which quoted a cost of \$2,340.00 for the April move. Mr. McKnight made a motion to approve the moving expense in the amount of \$2,340.00. Mr. Kornutik seconded the motion which carried unanimously. In answer to a question about why the kitchen move to Meyer's storage will take five months, Mr. Martin said they are moving that back to August. Mr. Sapone asked when the Committee will get the rest of the quote on the moving costs. Mr. Martin said Mr. Hatzis is finalizing the list of items to be moved and then Mr. Martin will schedule a walk-thru with Sal Morabito and Mr. Hatzis so a price can be obtained.

#### VII. Review/Approve Change Order Items

Mr. Hatzis said that given the ed specs and redistricting plan, FWMS will now need five sixth grade teams instead of four. He requested the Committee to approve a change order item for adding an ADA accessible sink for one more science room, which is also used for language arts. Ms. Battimelli asked Malkin to get a price and then the Committee can approve this change order at a future meeting. There will be several more change orders in the future. Questions were asked about the mill work costs and the bids on the cleaning work.

#### VIII. New Business

Mr. McKnight asked Mr. Hatzis how he thought the project was going while school is in session. Mr. Hatzis said it is going pretty well. There were fumes for a few days so some classes had to be moved, but it was not a problem. Mr. Sapone announced that the budget would be reviewed at the first meeting in May, and suggested that the April 21, 2011 meeting be cancelled as this was scheduled for school vacation week, which was agreed to. He reminded everyone about the Ground Breaking Ceremony at 10:30 am on April 8.

#### IX. Public Comment-None

X. Adjourn

Mr. Kornutik made a motion to adjourn the meeting at 7:56 pm. Mr. McKnight seconded the motion which carried unanimously.

Respectfully submitted,

Jennifer S. Carpenter  
Recording Secretary