

FAIRFIELD WOODS BUILDING COMMITTEE MEETING
Thursday, May 5, 2011—7:00 pm
Fairfield Woods Middle School Library/Media Center-1115 Fairfield Woods Road
Fairfield, CT 06825

FINAL MINUTES

Members Present: Doreen Battimelli, Victor DeMaria, Dan McKnight, Jen Tierney, Kim Marshall

Members Absent: Bill Sapone, Rich Kornutik, Chad Stewart, Neal Fink

Others Present: Greg Hatzis, Ken Procino, Sal Morabito, Ralph Martin, Tim Yahn, Brian McDonald

I. Call to Order

Vice Chairman Doreen Battimelli called the meeting to order at 7:05 p.m.

II. Approve Minutes

Victor DeMaria made a motion to approve the minutes. Dan McKnight seconded the motion which carried unanimously.

III. Review and Approve Soft Costs

There were handouts for the soft cost to date. Ralph Martin reviewed the protocols being used for the tracking of invoices. In response to a question from Mr. DeMaria, Ralph Martin said that these costs are part of the overall monthly billings. Ms. Battimelli asked if reimburseables for TSK are included in their invoice. Mr. Martin indicated that they were, but Ms. Battimelli asked that they be broken out separately. Mr. Martin said he would look into it.

Mr. McKnight asked if we were approving the soft costs separately from the GMP billing. Mr. Martin said they will be separate. Ms. Battimelli asked if there were any questions or comments. Mr. McKnight asked Mr. Martin if there is anything specific that we should know about. Mr. Martin said there is potential for some environmental remediation. Jennifer Tierney asked Malkin to please bring up any deviations or are the invoices in line with expectations. Mr. Martin said that the invoices are submitted in pencil form, are then edited by Malkin and are then submitted in a final form. Mr. Martin keeps the pencil copies. Mr. McKnight made a motion to accept the application for payment for soft costs. Ms. Tierney seconded the motion which passed unanimously.

IV. Review and Approve Applications for Payment:

Mr. Martin began a review of the A.I.A. billing for the GMP. He noted that all subcontractor billings are broken down by phase. Mr. DeMaria commented on the speed of the progress of the job and the low number of change orders to date. Mr. DeMaria made a motion to approve the monthly A.I.A. billing, which was seconded by Ms. Tierney. The motion passed unanimously.

V. Review Monthly Report/Construction Update

The monthly report was handed out and there was a general review by Mr. Martin.

Ms. Tierney asked about overtime. Mr. Martin said that there was some, due to unforeseen work, in order to stay on schedule.

Supervision of the project is on a rotating basis so as to minimize overtime. Mr. Martin mentioned that there was a carpenters' strike, but that was resolved. The project overall is on schedule, give or take a couple of days. There was discussion of various activities relating to construction and to traffic. Presently, the HVAC equipment fabrication is 17 weeks out, rather than the usual 10-12 weeks due to sudden demand.

The impact to the construction schedule would be that the installation and the balancing would have to occur in a very short period of time. The commissioning of the equipment can occur in the off hours. Mr. Martin said that the building inspectors are out very frequently for inspections and approvals so nothing is being held up. Some trench rock was encountered when realigning a wall and is part of an allowance in the contract. Mr. McKnight asked about any long lead items like auditorium seating, aluminum doors and windows and kitchen equipment. Mr. Martin said that these items are being tracked. Subcontractors are expediting submittals.

VI. Review/Approve Change Order Items

There was a brief discussion of need for the proposed scope for the cold applied built up roof change order. The abatement costs involved air monitoring because although the walls were exterior, they are within the new addition and are considered interior. Some transite was discovered when plaster was demolished.

Principal Greg Hatzis discussed what was taken into consideration with the ordering of the smart boards to make the best use of existing boards and to minimize the purchase of new. Ms. Battimelli asked how much the project was into the contingency at this point. This was explained by Mr. Martin. He also said that they try to head off potential change orders but that some are necessary. The engineer and architect are at the site every Wednesday and can resolve any problems at that time. Ms. Tierney made a motion to approve the change orders. Mr. DeMaria seconded the motion which passed unanimously.

VII. New Business

Tim Yahn, on behalf of Malkin, presented Mr. Hatzis with a chrome shovel used during the groundbreaking ceremony in April.

Ms. Battimelli asked questions about access into the building during construction activities. She asked if temporary fencing can be made more secure so that no unauthorized persons are able to get into construction areas. The temporary fencing is moved on a daily basis but will be made more secure. There was discussion about avoiding having trucks in the parking lot during dismissal, 2:30-3:30.

VII. Public Comment-None

IX. Adjourn

Ms. Tierney made a motion to adjourn the meeting at 8:00 pm. It was seconded by Mr. DeMaria. The motion passed unanimously.

Respectfully submitted,

Kim Marshall
FWBC Secretary