Penfield Building Committee **DRAFT**
Meeting Minutes
Thursday, October 9, 2014, 6 pm
Meeting Held At: BOE Conference Room
501 Kings Highway, Fairfield CT

Members Present: James Bradley, Ian Bass, Robert Bellitto, Jane Nelson, Andrew Graceffa, Richard Speciale (via video/audio conference)

Members Absent: Ken Jones, Ellery Plotkin

Also Present: Gerry Lombardo (Parks and Rec), Joseph Michelangelo (DPW), William Perugini (RTM Liaison), Representatives of Shawmut Design Construction, Kevin Chamberlain,PE and members of the public.

1. The meeting was called to order at 6:12 PM.

2. Quorum confirmed as present.

3. Meeting agenda was confirmed. The Chairman requested the addition of two agenda items: Request for approval of engineering services as related to a structural inspection by JMA. Request for approval of current Shawmut and DeStefano & Chamberlain invoices. Graceffa made a motion, Bellitto seconded and the two additional agenda items were approved unanimously.

4. Approval of the meeting minutes of September 18, 2014. Bellitto made a motion to waive the reading, Graceffa seconded. Motion approved unanimously.

5. Chairman asked for confirmation that all recent correspondence received was distributed to the Committee. Confirmed by the Secretary. Chairman requested comments – none at this time. Chair noted October 14 deadline for any RTM submissions,. Chair reported on telephone calls with: T Connely, Building Department; Bob Mayer, Town CFO; JMA consulting Engineer and RACE consulting Engineers.

6. The Chairman reviewed and confirmed the presentation roles and responsibilities in the future. Repair project- PBC; Program justification – Parks and Rec; Project funding-Town CFO; Flood mitigation above and beyond repair project assumptions – DPW.

7. The current draft of the PBC Executive Summary was read in complete detail to those present. Edits and corrections were discussed and incorporated. The Committee agreed that the Executive Summary, with minor edits discussed, was to be considered final.

8. The draft PowerPoint was presented by Committee members Jane Corbett and Andrew Graceffa. The revised drawings regarding site elevations and alternate foundation types to be incorporated into the presentation were submitted by Kevin Chamberlain. The

Committee reviewed and commented as each slide/image was presented. Edits were suggested. The Committee agreed that the PowerPoint presentation, with minor edits, was final.

9. The scope and cost of Option 9 (smaller pavilion) was discussed as was the format and content of the budgets for options 1, 8, 9. There was a concern that the budget numbers and actual proposed scope of work need to be coordinated and tied out. Further, there needs to be clear qualifications regarding the level of accuracy for each budget – conceptual, schematic or design development. The Chair will work with Shawmut regarding these issues and better formatted and coordinated budgets will be published.

10. The Comparative Options Spreadsheet was presented by Shawmut and discussed. Issues regarding clearer budgeting formats and need for a one page summary for each budget were discussed. The spreadsheet was agreed upon with a caveat that all numbers be coordinated between Executive Summary, PowerPoint and spreadsheet.

11. Joe Michelangelo, Director DPW reported that the modifications (closure of openings) to the existing timber bulkhead are complete.

12. The Chairman solicited a proposal from JM Albaine to re-investigate/survey the existing building structure. The committee agreed that performing the work makes sense given that the building has been unoccupied for a long period of time. Graceffa made a motion to accept the JMA proposal, Bellitto seconded, motion passed unanimously.

13. The Chairman directed, and present committee members agreed, that he, Bellitto, and Speciale be directed to review the outstanding Destefano & Chamberlin and Shawmut invoices.

14. The Committee discussed the proposed presentation schedule and directed the Chairman to express discomfort with the atypical presentation order (RTM, BoF, BoS) and a desire to postpone the presentations to participate in the usual order of BoS, BoF, and then RTM.

15. Public comment: Concern that regardless of the Committee's efforts RTM likely to discuss, debate all four options. Committee reminded that website posting of financial reporting, documents, and correspondence had fallen behind.

16. Committee adjourned at 8:45 PM.