

**PENFIELD BUILDING COMMITTEE
SPECIAL MEETING
Minutes Draft**

**Thursday, October 30, 2014 at 6:00 pm
BOARD OF EDUCATION CENTER
2nd floor Conference Room
501 Kings Highway, Fairfield, CT 06825
penfieldcommittee@town.fairfield.ct.us
<mailto:penfieldcommittee@town.fairfield.ct.us>**

Members Present: James Bradley, Robert Bellitto, Andrew Graceffa, Ellery Plotkin, Richard Speciale (via Skype)

Members Absent: Ken Jones, Ian Bass, Jane Nelson

Also Present: Ken Procino and David Herr (Shawmut), Kevin Chamberlain (DeStefano & Chamberlain), Gerry Lombardo, Joseph Michelangelo, Judy Ewing, and six members of the public

1. The meeting was called to order at 6:06 PM.
2. Quorum confirmed as present.
3. Meeting agenda was confirmed.
4. Approval of meeting minutes was deferred to the next Regular Meeting.
5. The status of the invoices approved by the subcommittee was briefly discussed. A motion made by Bellitto, seconded Plotkin, for committee approval of recommendations of the subcommittee was unanimously approved, 5 - 0 - 0.
6. The Chairman asked for comments of the final draft of the Executive Summary that had been sent by email. Some minor changes were made to pages 3 & 4. He also mentioned that he had spoken to George Wiles, Architect for the original renovation project, who had suggestions about the decking and railings material, and the need for additional toilets.
- 7 & 8. Ken Procino and David Herr, Shawmut Design and Construction, reviewed the revised budget information for each of the options, #1, #7, #8, and #9, to be presented to the town bodies, copies of which were available to the committee members. The information included a large spread sheet summary of all options, as well as individual budget estimates for each of the four options. The Chairman asked if all the options matched the project scope presented. The presenters replied that there were different levels of information available for each. Option #1 was based on the insurance claim; Option #7 was based on Schematic and DD work; Option 8 was based on schematics; Option #9 was based on sq ft cost estimates. The amount of construction contingency was based on the estimated construction costs. The contingency for #1 was 10% of construction; #7, 15%; #8, 10%, and #9, 10%.
 - There were questions about testing services that were included in the estimate, and the anticipated need for additional testing, and discussion about the need for an Owner's Contingency for unforeseen circumstances. David Herr also answered questions about the bulkhead, rip rap, and walkway.

- Joe Michelangelo answered a question about elevation. There was also some brief discussion about Alternates to be decided after the bids were awarded.
- The final tabs included a revised construction schedule based on an RTM approval on November 24th. Ken Procino said that construction would be done between February and September 2015. Estimates included costs for the later start date and the possibility of wind.
- Joe confirmed that JMA had inspected the structure recently, as authorized by the committee. JMA reported to him that there had been a slight 1/4 inch settlement, and there had been some leakage, but no damage. A formal, follow-up executive summary will be provided by JMA.

9. The PowerPoint presentation to the town bodies was briefly discussed. The numbers need to be updated to reflect the recent changes. A copy will be sent to the members for their final review and comments. The presentation schedule was reviewed as follows: BOS at 4:30 PM on 11/5; BOF on 11/13; RTM Committees on 11/15 & 11/17; RTM on 11/24.

- James Bradley expressed concerns from public and RTM members that the numbers are as all inclusive as possible and bring PBC up to date on summary document. He requested clarification and a guarantee that the numbers are as close to actual construction cost as possible.

10. The Chairman introduced the new Recording Secretary, Rachel Bassick. He also reported that he had had 4 or 5 conversations with Shawmut and had spoken to George Wiles, previous architect. He also said that two letters had been received and had been answered by Kevin Chamberlain. He then asked for Public Comment.

- € Dick McCloskey asked about the creation of a trapezoid dune. There was discussion about adding rip rap and a core to avoid erosion, and a pedestrian pathway over it. David Herr said the cost of the rip rap was \$130,000 on each side.
- € Jan Reber asked when the public could view the documents and information being discussed, and about the responsibility of the committee. The Chairman said that after the documents were revised and sent to the First Selectman they would be available to the public.
- € He also asked what had happened to the \$2M project? The Chairman said that Option #7 was initially in the \$4.5M range. Judy Ewing later commented that she thought he was asking about the amount the town would actually be asked to pay.
- € Amy Mezoff asked the architect a question.

11. A motion was made by James Bradley, seconded by Andrew Graceffa, to adjourn the meeting. The meeting was adjourned at 7:56 PM.