

PENFIELD BUILDING COMMITTEE
Minutes Draft
Thursday, December 11, 2014 at 6:00 pm
BOARD OF EDUCATION CENTER
2nd floor Conference Room
501 Kings Highway, Fairfield, CT 06825
penfieldcommittee@town.fairfield.ct.us
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Members Present: Bradley, Graceffa, Corbett, Bass, Speciale

Members absent: Bellitto and Plotkin.

Others Present: Gerry Lombardo, David Herr (Shawmut), Phil Ryan, Judy Ewing, and six members of the public including Gaylord Meyer, Bud Morton, and Art Finkle, and Jan Reber.

- 1) The meeting was called to order at 6:02 PM.
- 2) Quorum confirmed.
- 3) Chair requested comments on the meeting agenda. No revisions proposed.
- 4) Meeting Minutes were distributed to Committee and the Public.
 - a) 10/9/14 Minutes: Bass motion to waive reading and accept, Speciale second, 5-0 in favor.
 - b) 10/30/14 Minutes: Bass motion to waive reading and accept, Speciale second, 5-0 in favor.
 - c) 11/18/14 Minutes: Graceffa motion to waive reading and accept, Speciale second, 5-0 in favor.
- 5) Organizational matters:
 - a) BOF presentation will be on January 6th, 2015. Judy Ewing mentioned that the RTM committees would meet the week before the RTM meeting.
 - b) Graceffa noted that all public correspondence and necessary documentation have been posted to the website.
 - i) Public correspondence: Art Finkle was recognized. He works for BASF (concrete additive company). He addressed correspondence for recommending study of BASF Elastocoast, a polyurethane product used to bind aggregate in coastal applications. Bradley thanked Art for the recommendation and noted that it will be forwarded to the design team members.
- 6) Meeting schedule was reviewed for 2015.

- a) The committee will continue to schedule regular meetings on the 2nd and 4th Thursdays of the month with the exception of April 23rd, November 26th, and December 24th that are religious holidays.
 - b) Bradley motion to accept proposed calendar for 2015, omitting Holiday conflicts. Seconded by Graceffa. 5-0 vote in favor.
- 7) Elect officers for calendar year 2015.
- a) Speciale motion to retain current 2014 Committee members: Jim Bradley, Chair, Rob Bellitto, Vice Chair, and Andrew Graceffa, Secretary. Seconded by Bradley. 5-0 vote in favor.
- 8) Review results of December 2, 2014 BOF meeting.
- a) At the conclusion of the meeting, the BOF recommended that the PBC clarify the scopes of work for Option 9 and side by side square foot construction costs – Option 9 and 7A.
 - b) Jim Bradley distributed draft one-page summaries of the options presented: Options 1, 7, 7A, 8, and 9. These summaries, which include scope of work, cost reimbursements and net costs, would be distributed to the BOF. Committee members were to review and provide editorial feedback to the Chair.
 - c) It was noted that the Town CFO was still in active conversation with the FEMA consultant and FEMA so as to clarify the reimbursement projection. This information is expected to be ready for the next BOF meeting on January 6th.
- 9) Review presentation format and content for the RTM meetings:
- a) Jim Bradley suggested that the current power point presentation be revised and condensed. Graceffa and Corbett will work on the revised presentation.
 - b) It was noted that shorter presentations to the RTM will benefit evaluation and discussion.
- 10) Presentation by the project and engineer and construction manager re-confirming the scope and cost of Option 9 and comparative square foot project costs for Options 1, 7, 7A, 8 and 9
- a) David Herr (Shawmut) presented a draft cost comparison document which listed side-by-side Options 1, 7, 7A, 8 and 9 in program square footage, total cost, cost per square foot and project breakout ratio (in dollars per sq ft).
 - b) There was discussion about the square foot breakdown information presented and it was decided not to use this information during future presentations. The difference in cost can best be explained by the fact that Option 9 involves

total demolition of the existing structure, and a rebuild of all services except the locker area, the gathering hall, and the adjoining kitchen.

- c) There was some discussion about the advisability of delaying the project to get schematic design information to verify the conceptual estimate for Option 9, but it was decided that the suggestion was beyond the scope of the requirements of the project.
 - d) Gerry Lombardo commented on the proposed Option 9 and relayed concerns about the limited programmatic space. If Option 7A is declined and an option similar to Option 9 is preferred, the Committee agreed that a “blank sheet” approach should be undertaken. The proposed square footage breakdown was only for conceptual purposes and the actual program space breakdown will need Parks and Rec consultation.
- 11) Discussion regarding consideration of project management oversight (PMO)
- a) Bradley noted that a member of the BOF had suggested that PBC retain a project oversight function for construction phase. Bradley, Speciale and Herr thought it might be a good idea to have someone who could make decisions during construction. Judy Ewing mentioned that the projects she has observed with Owner’s Reps did not serve that function. They reported back all concerns to the committee; all decisions were made by the committee.
 - b) While the question was not finalized, it was informally agreed upon that the size of the project did not really warrant it, and that the CM had already agreed to do a certain amount of Construction Administration work.
- 12) Old business
- a) Speciale presented two invoices, one from JM Albaine and one from Destefano & Chamberlin. Per previously granted authority from the Committee, Speciale was directed to approve the JM Albaine invoice and to clarify the invoice from DeStefano & Chamberlin. See below:
 - i) DeStefano & Chamberlain Invoice 4752 dated 12/2/2014 is in the amount of 8 hours @ \$200 = \$1600.00
 - ii) J.M.Albaine Invoice #14-71069 dated Nov 24, 2014 is in the amount of 52.00 qty @ \$125.00 unit = \$ 6500.00
- 13) New business:
- a) Corbett suggested that the Town and Public Works evaluate if there is anything else needed at the project site to prevent further damage while it sits vacant.

14) Public Comment

- a) Jan Reber and Bud Morton raised questions related to the different options. Chair responded.
- b) Gaylord Meyer (RTM) mentioned that the walls had not been opened up as well as other questions. Chair responded that there is an available option to perform an early intensive inspection if necessary. This will be done as part of the project scope.
- c) Gerry Lombardo (Director of Parks and Recreation) made some suggestions.
- d) Judy Ewing suggested attaching the Charge to the option summaries and focusing on the Charge during the presentation.

15) Bradley motioned to adjourn, Graceffa seconded. 5-0 vote in favor. The meeting adjourned at 8:45 PM.