

**PENFIELD BUILDING COMMITTEE  
REGULAR MEETING MINUTES  
Thursday, April 24, 2014 at 6:00 pm  
BOARD OF EDUCATION CENTER  
2<sup>nd</sup> floor Conference Room  
501 Kings Highway, Fairfield, CT 06825  
[penfieldcommittee@town.fairfield.ct.us](mailto:penfieldcommittee@town.fairfield.ct.us)**

**Members Present:** James Bradley      Ken Jones (at 7 pm) Ellery Plotkin  
Ian Bass                                      William Sapone      Richard Speciale  
Jane Nelson

**Members Absent:** Andrew Graceffa      Robert Bellitto, Jr.

**Also Present:** Twig Holland and Phil Ryan, Purchasing; Gerry Lombardo, P&R;  
Joseph Michelangelo, Public Works, Judy Ewing BOS Rep

1. Call to Order – The meeting was called to order at 6:04 p.m.
2. Confirmation of Quorum – A quorum was confirmed.
3. Confirmation of Meeting Agenda – The committee confirmed the meeting agenda.
4. Approve Minutes of April 10, 2014 meeting – The committee reviewed the minutes, Ms. Ewing's name was added and Mr. Conley's corrected, the minutes were approved.
5. Organizational matters – There was no discussion on organizational matters.
6. Presentation by Twig Holland concerning the responses to the Requests For Proposals- Ms. Holland advised the committee that two proposals were received in response to the Engineering RFP, and she reviewed the information that had been circulated to all the committee members by email and answered questions about the process. There were two applicants for the Structural Engineering work. Both had done excellent work for the town. There was a discussion as to their qualifications, and it was generally believed that both parties were qualified. The members agreed that both firms should be invited to give presentations and answer questions. A motion was made, seconded, and unanimously approved to schedule them for the next meeting to be held on May 8<sup>th</sup>. It was also agreed that the fee schedules would be reviewed after the two presentations.

Ms. Holland advised the committee that three proposals were received in response to the Construction Management RFP, and she reviewed the information that had been circulated to all the committee members by email. Ms. Holland advised that two of the applicants' had personnel who had worked for the town. She had no experience with the third firm. The other had not. There was a discussion as to their qualifications, and it was generally believed that all three firms were qualified. The members agreed that all three firms should be invited to give presentations and answer questions. A motion was made, seconded, and unanimously approved to schedule the interviews for a special meeting, to be held on May 15, 2014. It was also agreed that the fee schedules would be reviewed after the presentations.

There then followed a discussion on options for resolving the issues with the pavilion, and Mr. Bradley suggested that he would draft and circulate to the committee possible options and questions to be given to all the firms in advance of their interviews.

7. Update by subcommittee on possible temporary use of parts of the pavilion – Mr. Sapone advised the committee that there was a tour of the pavilion on Wednesday, April 23<sup>rd</sup>, with Laura Pulie, Capt. Kessler, Rich Speciale and Tom Conley to assess whether it would be feasible to temporarily use the life guard and first aid station on the west side of the pavilion and the ADA ramp and restrooms on the east side of the building. Unfortunately, during the walk-through, a small piece of the decking gave way and Mr. Conley's leg went through the deck. He was not seriously injured, but it curtailed further investigation on use of the ramp. There was a discussion that it may be possible to use the life guard station, but engineering review and certification would be required before any conclusions can be drawn.

8. Update regarding the status of insurance claim negotiations and settlement and FEMA funding request (NOTE: May require an executive session) – Mr. Bradley advised the committee that the Risk Manager was not prepared to present at our meeting, and that negotiations were continuing.

9. Review progress and priorities – There was a discussion on whether to proceed with taking core samples beneath the pavilion. After some discussion, the committee agreed that the additional test borings should be done under the guidance of the engineer to be selected by the committee. There was also a discussion on whether to proceed with a survey of the plumbing and mechanical systems. Mr. Bass requested that the committee conduct another walk thru but this would depend on clearance from the building department.

Mr. Michelangelo advised the committee that the town is working on an application to obtain funds for flood and erosion mitigation, to see if grants could be obtained from FEMA to cover costs other than for building damage.

10. Old Business - None

11. New Business - None

12. Public Comment – Mr. Camarro commented on the organic peat layer, and also that he will send his notes to the committee. He felt that this is taking too long, that New York and New Jersey have rebuilt their shore facilities. Another comment concerned the possible use of helical piles to supplement the existing footings.

13. Adjourn – Mr. Sapone motioned to adjourn the meeting, Mr. Plotkin seconded, the meeting adjourned at 7:27 p.m.