

**PENFIELD BUILDING COMMITTEE
REGULAR MEETING
Thursday, January 8th, 2015 at 6:00 pm
BOARD OF EDUCATION CENTER
2nd floor Conference Room
501 Kings Highway, Fairfield, CT 06825
penfieldcommittee@town.fairfield.ct.us**

MEETING MINUTES

Members Present: Bradley, Bellitto, Bass, Graceffa, Plotkin, Speciale (via Skype), Corbett (@ 6:10 pm)

1. Meeting was called to order at 6:02 pm
2. Chair confirmed a quorum was present
3. Meeting agenda was confirmed.
4. 12/11/14 Meeting Minutes were distributed to Committee and the Public. Motion made by Mr. Bass and seconded by Mr. Graceffa, that reading of meeting minutes of 12/11/2014 be waived and minutes accepted as submitted. No discussion - vote was unanimous. Mr. Bellitto abstained and Ms. Corbett was not present for vote.
5. 2015 PBC Meeting Location(s) were confirmed. All meetings will be held at the Board of Education Conference Room except the four meeting dates noted on the agenda as TBD (1/22, 3/12, 3/26, 9/24) regarding location will be at Sullivan Hall.
6. Mr. Bradley distributed the following documents:
 - a. Project square foot cost analysis for all current options (Shawmut)
 - b. One page summary for each option
 - c. Drawings for G. Wiles Option 9
 - d. Drawing by G.Wiles for Option 7A
 - e. Bob Mayer project funding analysis as provided to BOF 1/6/2015
 - f. Bud Morten questions for BOF 1/6/2015
7. Mr Bradley reviewed recent communications and correspondence:
 - a. George Wiles, AIA provided a conceptual design and budget for his version of Option 9. This information was distributed to the Committee, Shawmut and D & C. However, the documents had not yet been publicly posted or distributed further.
 - b. George Wiles provided a conceptual floor and deck layout for Option 7A. This information was distributed to the Committee, Shawmut and D & C. However, the documents had not yet been publicly posted or distributed further.

- c. The Chair held a conference call with Shawmut to confirm conceptual budget for Option 9.
 - d. The Chair contacted CE Floyd, Construction Manager for the beach pavilion constructed for the Country Club of Fairfield in 2010. CE Floyd provided square foot area and final construction cost at completion. The Chair developed an analysis to adjust costs for 2014, prevailing wage and scale of project as compared to Option 9.
 - e. The Chair provided the BOF with the “one page summaries” as distributed to the Committee 12/11/2014 however the square foot areas and net cost to the Town were eliminated. The square foot areas could be found on Shawmut analysis and the Town Fiscal Officer requested that the net cost data not be included on the summaries. The square foot analysis for each option as provided by Shawmut was provided to the BOF.
 - f. Mr Bradley asked for comment. Mr Bass felt materials submitted to the BOF (one page summaries and square foot cost analysis) should have been reviewed in final form prior to going to the BOF. In addition the comparative cost analysis utilizing the Wiles and CE Floyd cost data should have been reviewed by the Committee. Mr Bellitto commented that since the materials submitted and Option 9 cost data did not change any numbers and given the need to work within a tight time frame he saw no issues. No other comments
8. Distribution and review of George Wiles Option 9 conceptual drawings
- a. The conceptual schematic drawings for Option 9 as provided by George Wiles were briefly discussed. Confirmed that the Wiles conceptual budget range of \$2.5 to \$3.0 million was provided when drawings were distributed to the Committee. Shawmut raised concern about the roof cost. Shawmut adjustments to Wiles budget assumptions to be attached to minutes together with CE Floyd analysis.
9. Distribution and review of George Wiles Option 7A locker wing concept
- a. A set of conceptual drawings as provided by George Wiles was briefly discussed. The Committee and Mr Chamberlain (D&C) were appreciative of the provision and mentioned that some concepts in the design may be used as Option 7A is refined during the Construction Documents phase.
 - b. A question was raised regarding the right name for the “Gathering Room”. The Town publication calls it “Banquet Hall”. The construction documents call the

space "Gathering Room". Should be resolved. In the interim, there was no objection to Banquet Hall other than Mr Speciale who recommended consistency with the construction documents.

10. Committee briefly discussed final BOF meeting and vote for Option 7A.
11. Committee discussed upcoming RTM presentation. Ms Ewing provided guidance and insight. There will be two committee meeting dates January 20 and 21 at Sherman School and three RTM Committees at each meeting date. Committee advised to have at least three member present for Q and A at the committee meetings.
12. Discussed presentation materials. Committee agreed that presentation materials would include the following:
 - The existing Power Point presentation edited down to historical and background information slides.
 - The "one page " summaries for each option.
 - The DeStefano and Chamberlain drawings for Option 7A
13. Suggested that the Bob Mayer summary of funding as provided to BOF and the Parks and Rec operating cost and expense analysis should appear on PBC website. Chair will resolve with Mayer and Lombardo. It was agreed that they should be on PBC website with qualifications or PBC website should explain where to find this data.
14. Four invoices submitted for approval for payment: DeStefano & Chamberlain: #4494 @ \$370.10; #4796 @ \$700; #4752 @ \$1600, and #4711 @ \$2,400. All reviewed by Mr Bellitto and Mr Speciale on behalf of the Committee and recommended for payment. Motion made by Mr Bellitto and seconded by Mr Speciale, vote was unanimous. Invoices approved for payment.
15. There was no public comment.
16. Mr Bellitto motioned to adjourn the meeting, seconded by Mr Graceffa. Meeting was adjourned at 7:55 pm.