

**Penfield Building Committee  
Board of Education Center  
501 Kings Highway, 2<sup>nd</sup> floor  
Fairfield, CT. 06825  
Thursday, February 26, 2015  
[penfieldcommittee@town.fairfield.ct.us](mailto:penfieldcommittee@town.fairfield.ct.us)**

**Present:** Mr. Bradley, Mr. Bellitto, Mr. Plotkin, Mr. Bass, Ms. Corbett

**Absent:** Mr. Graceffa, Mr. Speciale

**Others:** Ms. Corinne Dyer (Town of Fairfield, Purchasing), Mr. G. Lombardo, Mr. Dick Dmochowski, Mr. Joe Michelangelo, Ms. Ewing, Mr. Brian McDonald (Shawmut), Mr. Ken Procino (Shawmut), Mr. David Heer (Shawmut), Mr. Kevin Chamberlain (DeStefano & Chamberlain)

**1. Call To Order**

Mr. Bradley called the meeting to order at 6:08 p.m.

**2. Confirmation of Quorum**

Quorum confirmed.

**3. Confirmation of Meeting Agenda**

Meeting agenda confirmed.

**4. Approve Meeting Minutes (02/12/2015)**

Mr. Bradley , Item 5, Paragraph 1, 5 lines down, omit the words “groomed to better standards and”, replace with “designed to accommodate”; Item 5, Paragraph 8, sentence 1, add the word “Funding” after Block Grant.

Mr. Bass moved and Mr. Bellitto seconded a motion to waive reading and accept the minutes of 02/12/2015 with the above changes. 3 in favor, 2 abstentions (Plotkin, Corbett). Motion passed.

**5. Shawmut Design and Construction (Shawmut) and DeStefano and Chamberlain (D&C) to present cost of CM and professional services to date, original projected costs and anticipated costs for design and construction phases beginning March 1, 2015.**

Mr. Chamberlain explained the costs associated with their contract work, reimbursable work and additional services, design and CD's. Mr. Chamberlain said that there is a discrepancy between the CM Budget and the Projected Cost because he didn't give Shawmut enough information since Option 7A was presented late. Mr. Chamberlain spoke about the Construction Phase services for Option 7A.

Mr. Bass said that he didn't have an opportunity to review this document and asked that the project team provide information to the Committee a few days in advance of the meeting.

Mr. Bradley said that he is accepting the information as a presentation and that the Committee would not be voting on it tonight.

Mr. Chamberlain said that resumes for consultants (i.e. Accoustical, Architectural) have been received.

Mr. Ken Procino (Shawmut) explained the Preconstruction Services and the Reimbursables Breakdown. He said that he didn't over staff and his pricing is competitive. Mr. Bradley said that the Committee will vote on it when they vote on the budget. But, he said, that the project team should continue their work.

Mr. Bradley asked how the Team will work together going forward. Mr. Chamberlain said that they have started this week. He said the Team is fine with the schedule. Mr. Chamberlain said that he will need to be able to get quick decisions on design issues. As far as the coordination with the Construction Team, Mr. Chamberlain said that they will meet with Shawmut on in-between weeks and will work on phasing of the project. He said that he will coordinate with Mr. Lombardo and Mr. Michelangelo.

**6. Shawmut and D&C to confirm roles, responsibilities and deliverables regarding the design and construction phases beginning March 1, 2015**

Mr. Chamberlain said that he will present drawing to the Committee every other week. Mr. Bradley said that he will assume that the drawings will represent the current budget and vice versa and that he wants a seamless process regarding updated budget and the scope.

Mr. Bellitto asked if something of an emergency nature comes up in-between meetings, how it would be handled. Mr. Bradley said that he will call a Special Meeting, however the Committee may want to consider delegating certain decisions in the future.

**7. Shawmut to present draft master project budget for agreement on format and content**

David Heer (Shawmut) presented the Executive Summary. He said that the bottom line has not changed. He discussed the contingency and said the contingency will reduce as the design process develops. Mr. Bradley said that the Committee will want to actively track any use or changes in the project contingency. Ms. Corbett said that when the numbers change, she would like the Committee to see the change. Mr. Procino agreed. Mr. Bradley asked to see a revised date when the numbers change. Mr. Bellitto asked for larger print and numbered pages on the Summary Sheets.

**8. Shawmut to present draft project schedule including critical milestone event dates assuming May 1, 2016 occupancy, CO and completed punch list.**

Mr. Procino summarized the Draft Project Schedule.

Mr. Bass asked how realistic were the dates. Mr. Procino felt the dates were realistic, along with delivering a good package. Mr. Procino said that if they are released on May 29 and given the go ahead, it would be 102 days to completion with a projected C/O on April 29.

Mr. Procino sees mobilization beginning on July 9-27. Mr. Lombardo asked if that would be the first day anything will be done to the site. Mr. Procino said yes. Mr. Lombardo noted positive aspect of no work July 4 weekend.

Mr. Michelangelo said that it would be good to wait until the Committee had a guaranteed maximum price before the go ahead. Mr. Bradley said he would put that on the Agenda.

**9. D&C to present current design status regarding Option 7A and approach to accommodate changes and improvements regarding program, exterior appearance, elevation, locker size and layout, selection and use of materials, etc.**

Mr. Chamberlain spoke to the Committee about the design status.

Locker room: The locker room is currently L-shaped. It's access is restricted to locker uses. The current design puts back the same number of lockers. The layout is changed. They have created a rectangle to enclose the lockers which brings the front of the building back. It is currently 203-204 lockers – the new layout gives 206 lockers. The design maintains the restrooms in the center but they are smaller. The two public restrooms are made closer to the deck area but Mr. Chamberlain said they could be flexible about that. The biggest change to the locker area is the 10 ft. corridor to the beach. It will be an open air corridor in between the locker room and the Pavilion. This frees up the corridor near the gathering room. The covered deck space will expand to the East. In the beach access area, they can raise the beach grade slightly to make flush with the bulkhead which would minimize steps. On grade decking is the same basic layout.

Mr. Chamberlain said he wanted to go up to elevation 15 which would add 6 inches. Mr. Plotkin said that he was not in favor of that. Mr. Bradley said that he wanted to leave it at elevation 14.5 as originally discussed.

Mr. Chamberlain said that he wanted more natural light in the locker room but that would drive up the height of the eaves. The Committee also discussed ways to break up the long horizontal line of the locker room.

East Wing: The Committee discussed the bathrooms.

Parking Lot: Mr. Chamberlain said they are going to pick up more spaces in the lot. He wants to maintain the drainage and would like to pick up the elevation of the lot.

**10. D&C to present proposed scope, cost and contractual arrangements for MEP engineer and consulting landscape architect**

Ms. Dwyer said that she will consult with Twig Holland regarding procurement..

Mr. Bellitto moved and Mr. Plotkin seconded a motion that the Penfield Building Committee authorize DeStefano and Chamberlain, Inc. to hire and engage Hofbauer Associates, Inc. mechanical, electrical and plumbing engineers pursuant to a written proposal dated February 20, 2015, not to exceed \$36,000.00, contingent upon approval by the Town of Fairfield Purchasing Department. Motion passed.

**11. Status of authorization to proceed, scope and management of the coastal engineering site study.**

Mr. Bradley noted that the Committee had approved a phase 1 study with a not-to-exceed cost of \$9,000.00.

**12. Status of Request for Proposals (RFP) for project management oversight (PMO) services**

Mr. Bradley noted that he had circulated and provided Purchasing with a draft scope of assignment for the Project Oversight RFP.

**13. Status of FEMA grant management**

Mr. Bradley noted that Mr. Michelangelo and DPW were going to assume the responsibility of monitoring the FEMA funding issues and report status to the Committee on a regular basis.

**14. Review and approval of any outstanding invoices**

Mr. Plotkin moved and Mr. Bellitto seconded a motion to approve payment to DeStefano & Chamberlain, Invoice # 4843, in the amount of \$1,700.00. Motion passed.

**15. Old Business**

No old business.

**16. New Business**

No new business.

**17. Public Comment**

No public comment with the exception of brief comments and Q&A regarding flood protection during the meeting.

**18. Adjourn**

Mr. Bellitto moved and Mr. Bass seconded a motion to adjourn. Mr. Bradley adjourned the meeting at 8:30 p.m.

Andrew Graceffa, Secretary

Ellen Marks, Recording Secretary

DRAFT MINUTES SUBJECT TO REVIEW, CORRECTION AND APPROVAL BY THE PENFIELD BUILDING COMMITTEE OF THE TOWN OF FAIRFIELD