

**Penfield Building Committee**  
**Board of Education Center**  
**501 Kings Highway, 2<sup>nd</sup> floor**  
**Fairfield, CT. 06825**  
**Thursday, May 28, 2015**  
[penfieldcommittee@town.fairfield.ct.us](mailto:penfieldcommittee@town.fairfield.ct.us)

**Present:** Mr. Bradley, Mr. Zieff, Mr. Bass, Mr. Speciale, Ms. Corbett, Mr. Plotkin

**Absent:** Mr. Graceffa, Mr. Bellitto, Mr. Pitaniello

**Others:** Mr. Chamberlain, Mr. McDonald, Mr. Procino, Mr. Heer, Ms. Ewing, Ms. Holland, Mr. Michelangelo, Mr. Donald Lamberty (Flood and Erosion), Mr. Tom Naughton (Taxpayer), Mr. Santa

**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. Mr. Bradley asked for a consensus to allow Ms. Holland to address the bid time out of sequence. He also said that the RACE review might have to be moved up depending on Mr. Michelangelo's schedule. Committee agreed regarding reports from Ms. Holland and Mr. Santa.

**4. Approval of Regular Meeting Minutes May 14, 2015 and Special Meeting May 21, 2015**

Ms. Corbett moved and Mr. Speciale seconded a motion to approve the Regular Meeting Minutes of May 14, 2015. 3 in favor, Mr. Bass, Mr. Plotkin, Mr. Zieff abstained. Motion passed.

The approval of the Special Meeting Minutes dated May 21, 2015 was tabled until the next regular meeting.

**5. Presentation of Project Final Construction Documents – Kevin Chamberlain**

Mr. Chamberlain reviewed, page by page, the 100% CD Document excluding the project specifications.

Mr. Bradley said that it was his understanding, based on the consensus arrived at during the last meeting that the bid return date could be extended by 1 or 3 weeks.

Ms. Holland said that it was best to have fully vetted specifications before going out to bid. She said the Town does better if we take our time and get it right. She also said that Purchasing goes through the front end documents very closely.

Mr. Chamberlain reported on the updates to the 100% CD document. He said that the work area will be fenced off. Portable bathrooms will be available for the public. Mr. Chamberlain said that he attended a Planning and Zoning Public Meeting two evening ago. They will vote on the Committees request for approval to add fill under the building on June 9. The option for the pavers to be reinstalled for the parking lot is in the 100% CD plans.

Design Criteria: To maintain the site at +12 as per Flood and Erosion, at east end (Rickards Beach) boulders will be placed under the sand. The bulkhead will be raised by 6", also to maintain level 12. There was a discussion about the 6" curb. Mr. Chamberlain said that the 100% CDs include a 6x6 timber cap on the existing bulkhead. There was a discussion about the various ramps. Mr. Chamberlain explained location and access overall.

Mr. Zieff commented about the long -term prospects of the proposed use of beach grass. Mr. Chamberlain said it was necessary to stabilize the sand. Mr. Bradley commented the issue should be revisited.

First Floor Demolition Plan: The East Wing will be demolished, as well as the ramps, and front steps. The porch will remain.

Roof Demolition: They will be saving the existing skylight units, and the hot water solar panels.

Crawl Space Plan: There will be 2 ½ feet clear to the bottom of the joists.

First Floor Plan: The on-grade boardwalk may occasionally get over-topped with sand. 10 lockers were lost to make the locker room handicap compliant.

Roof Plan: There will be internal roof drains on the flat roof. The flat roof will have a rubber membrane. There will be gutters.

Exterior Elevations: The graphics have been adjusted to read better.

Plumbing: There will be new piping below the floor. The waste lines will go underground and will pop up where needed. The piping at the roof level will be drains, and hot and cold water runs. The sprinkler system is a dry system.

Mr. Bradley asked the Team if they had confidence in the accuracy of the document. Mr. Procino said that his budget matched these drawings. Mr. Chamberlain said that his firm prepares the project specifications. He said that the team will coordinate the specs with the bid package during the next week.

## **8. Review and Update Regarding RACE flood control options – Joe Michelangelo**

This item was moved up on the agenda as per the Committee consensus.

Devin Santa from RACE coastal engineers addressed the Committee regarding the results of the future flood controls site study. He stated that the building at the planned elevation does not preclude any future flood control plans. He said that flood control on one property does not do a lot. He said that there was no final narrative report at this time since he met with Town representatives and provided a site plan with options.

Mr. Michelangelo said that the Penfield Project and future projects do not interfere with each other. He said that this was discussed with Flood and Erosion.

**6. Presentation of Project Budget and Committee Review and approval of base bid and VE alternates. Committee Review and approval to proceed with bid phase – Shawmut**

The Committee returned to the sequence of the agenda as per Committee consensus.

Mr. Heer reported that the projected cost over funded amount was \$47,703.00. Mr. Bradley stated that this was with a \$500,000 contingency.

Mr. Heer said that the pavers were a new add alt. He said the Town will remove the existing pavers and they will bring the grade up. The project contractor will reinstall the pavers.

Mr. Bradley asked if anything else had changed on the budget. Mr. Heer said that there were 2 modifications.

Mr. Bradley said that it appears that the project will proceed to bid phase with \$500,000 contingency less the \$47,703. He asked what will happen with the net contingency if there is a positive buyout after bids are received. Mr. Procino said that we will talk about it as the project proceeds. Mr. Procino said that typically the Town holds 10% on the owners side and 5% on the construction side – 15% overall. He said that this was lower than other projects. Upon further questioning, he said that 5% on his side was typical.

**7. Review and confirmation of bid, GMP, award and start-up milestone events and project master schedule – Shawmut. T**

The Committee discussed how if any delay in bidding was appropriate. The consensus again was 2 weeks might be necessary since 2 weeks creates a problem with July 4 holiday. Extra time could be well -spent regarding document review and coordination and “front end” coordination with Purchasing. Committee confirmed consensus to add up to three weeks.

**9. Review and Committee action regarding retaining or not retaining project oversight**

Ms. Corbett and Mr. Pitaniello, subcommittee, will come up with some suggestions regarding the project oversight.

Mr. Bass made the following comment: “I realize that this committee is very diligent and having met twice each month for over a year, very competent with respect to this project. However, if memory serves me correctly, in just about every town officials meeting I have attended outside of our own, I heard about building project overruns and the need to hire independent project oversight. That said, I think it would be in the best interest of this committee and the Town to learn from the past. I think we should hire someone, and believe it was, or should have been included as a potential cost of this project from day one.”

**10. Old Business**

No old business.

**11. New Business**

No new business.

**12. Public Comment**

No public comment.

**13. Adjourn**

Mr. Bradley moved and Mr. Speciale seconded a motion to adjourn. Mr. Bradley adjourned the meeting at 8:35 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