

**Penfield Building Committee**  
**Board of Education Center**  
**501 Kings Highway, 2<sup>nd</sup> floor**  
**Fairfield, CT. 06825**  
**Thursday, February 25, 2016**  
[penfieldcommittee@town.fairfield.ct.us](mailto:penfieldcommittee@town.fairfield.ct.us)

**Present:** Mr. Bradley, Mr. Zieff, Mr. Bass, Mrs. Nelson, Mr. Graceffa, Mr. Speciale (via Skype), Mr. Pitaniello, Mr. Plotkin (@ 6:30)

**Absent:** Mr. Bellitto

**Others:** Mr. Vincent, Mr. McDonald, Mr. Chamberlain, Mr. Warrington, Mr. Ryan, Ms. Dyer, Mrs. Ewing, Mr. Lombardo, Mr. Michelangelo

**1. Call To Order**

Mr. Bradley called the meeting to order at 6:05p.m.

**2. Confirmation of Quorum**

Quorum confirmed.

**3. Confirmation of Meeting Agenda and Order**

Meeting agenda and order confirmed.

**4. Review and approval of Meeting Minutes from 02/11/2016**

Mr. Bass moved and Mr. Pitaniello seconded a motion to approve the minutes from 02/11/16. 1 abstention (Graceffa), 6 in favor. Motion passed.

**5. Design upgrade regarding proposed change in building height (DeStefano and Chamberlain)**

Mr. Chamberlain distributed a Summary of Recent Changes Made to the Drawing Set. This document summarized the drawing alterations made to represent what has been included in the GMP.

- 1) Accepted alternates in the GMP are shown, items not accepted in the GMP were deleted.
- 2) The second revision is for grading and revetment along the east end of the site, per Conservation staff review comments. The Penfield project is not to cross interior property line and disturb open space managed by the Conservation Commission. It is not expected that this will incur any costs.
- 3) The third revision is to raise the building 1 foot to 15.5' FFE to meet the requirements of the CDBG. This triggered: parking lot pitch increased from 2% to 4.5% (remaining 2% at handicap spaces); grades raised between retaining wall and front of building – keeping same number of steps and ramp length at main entrance area; changed foundation system for locker wing to accommodate the extra foot of building height – low cut-off timber piles, with grade beams and concrete piers supporting first floor deck; exterior

stairs revised with one additional step; exterior ramps revised with additional length and added landing.

Mr. Chamberlain said the entire drawing set was revised. He said the exterior elevation won't look much different.

Mr. Bass asked how far the building was from the street. Mr. Chamberlain said that from the road to the building is 100 feet. He said the grade will be raised 2 ½ feet. Mr. Bass raised concern about the run off from rain. Mr. Michelangelo addressed this issue. He said that a 4.5% grade is not excessive for a parking lot. He said there will be rain gardens in front of the building to catch the run-off. He also said that the existing pavers will be used someplace else. Committee members expressed confusion over where the pavers were going to be used since they were under the impression that they were going to be replaced-in-kind in the Penfield parking lot. Mr. Chamberlain said that the pavers were an alternate. Mr. Bass said that the Committee never gave permission for the pavers to be an alt-add. Mr. Plotkin said that the Committee took a vote to include the pavers.

Mr. Michelangelo said that the 4.5% is the final grade proposed. He said that rain gardens work and he has seen them successfully used in other communities. Mr. Bass said he had additional concerns regarding the extra foot of pitch. He said he is opposed to this and thinks it will make additional run-off which will contribute to neighborhood flooding. Mr. Michelangelo said 4.5% is not a steep grade. He said he didn't believe it would create additional surface stormwater run-off. Mr. Chamberlain said that without the modification of the building elevation of 1 foot, we are going from elevation 5 to elevation 7, representing a 2% grade. It will become 4.5%. Mr. Warrington clarified saying 4.5% over 100 feet. Mr. Bradley said that it is not flat now. Mr. Chamberlain said that in the original design, it would be raised 2 feet over 100 feet. This new design make it 4.5 feet.

Mr. Plotkin asked if this drawing is entirely within the existing footprint. Mr. Chamberlain said that they are going over approximately 4 ft. in the area near the playground with the extension of the handicap ramp. Mr. Bass said that we have been told that in order to qualify for the 75% rule, the project has to be within the footprint of the building. Mr. Bradley asked if this was a minor issue for FEMA. Mr. Michelangelo said that stairs and ramps are not a big issue. Mr. Bradley asked if this was code driven. Mr. Chamberlain said yes because we need a 35 foot ramp and a landing. Mr. Bradley asked Mr. Michelangelo to get more information. Mr. Plotkin said that we changed the locker room for 6 inches so this isn't news. Mr. Pitaniello said that we should go back to the consultants and Mr. Michelangelo said he would get clarification. Mr. Bass said it was made clear to the Town and the Committee that this would not be larger than the existing building. He said he was offended because the building is bigger and this violates the 75% rule for FEMA. Mr. Pitaniello said that we need to confirm that this won't affect FEMA funding.

Mr. Michelangelo said that concerning the one foot elevation, he has received the Flood Plain certificate but has not received the final DEEP approval.

Mr. Bass said that he read the documentation grant. He said the 500 year and 1 ft BFE was related to commercial buildings. Mr. Michelangelo said that this facility does not fall in the 500 year and 1 foot BFE. He said the triggering mechanism was because this is State money from the Department of Housing.

Mr. McDonald said that he has enough information to get pricing by March 10.

#### **6. Project oversight update including status of remaining budget reconciliation issues (Colliers)**

Mr. Warrington distributed the Total Project Budget. He said that he was advised two days ago that Shawmut Invoice 1A was paid in full (\$27,253.00). This money was reallocated and credited to the Penfield Contingency account, which is now \$337.1k. He said that this was strictly an accounting exercise and that the GMP is not changing. Mr. Zieff said that he would like to have a copy documenting this transfer of funds. Mr. Bradley said that he would like confirmation of the GMP. Mr. Warrington said that he will have the material next meeting.

Mr. Warrington circulated the Financial Status Report 2/24/16. He explained the changes within the past two weeks. Mr. Zieff asked about insurance. Mr. Warrington said that it is not necessary for earth work. He said the Town wants to wait as long as possible to have more coverage on the back end. The insurance is good for a year. Mr. Zieff said that he thinks we need insurance through the whole phase.

#### **7. Update report regarding FEMA reporting and interface (Colliers)**

Mr. Warrington handed out Minutes from his FEMA Reimbursement Coordination Meeting. The purpose of the meeting was to ensure that the project team understands the required documentation and level of detail within the documentation to allow Witt O'Brien to successfully complete the FEMA worksheet for reimbursement.

Mr. McDonald said that the pile drivers and the demolition team will accommodate the 8 am start time.

#### **8. Continuing agenda item: Design and cost impact, timing and feasibility regarding proposed increase in building height**

Mr. Bradley said that the Committee is getting a price on March 10. Mr. Pitaniello asked if the price on the plans includes grading of the parking lot. Mr. Bradley said the fill is a DPW issue. Mr. Graceffa said that the ramps will have to extend further. He said issues to follow up on are the potential loss of parking spots and background questions (FEMA & stormwater impacts) to be answered by Mr. Chamberlain concerning the slope.

#### **9. Role, responsibilities and appointment of a project budget management, reporting and control subcommittee**

Mr. Bradley said that there are two volunteers to interface with Colliers – Mr. Zieff and Mr. Pitaniello. Their role will be to review budget, invoices, requisitions for payment and change

orders. Mr. Pitaniello said that there needs to be a structure around the change orders. Mr. Pitaniello said that he will write something up to present to the Committee next meeting.

**10. Discussion regarding project start up, site security, hours of operation, neighborhood relations, project public notices and status updates.**

Mr. Vincent said the trailer will arrive next week. The building permit has been obtained. There is a meeting with the house mover next week. The pile shop drawings have been approved.

Mr. Bradley emphasized the need for a completely, secure site.

The construction team discussed the placement of the trailer, the gates, and screens.

Mr. McDonald said that they are taking possession of the site on Monday. Demolition will start in 3 weeks.

Mr. Bradley said that the Committee needs to draft a letter to notice neighbors about what is happening. Mr. Bass said that they need to do a geographic mailing. Mr. Zieff said that Mr. Tetreau can leave a voice mail to the neighborhood. Mr. Pitaniello said that the Committee can direct the neighbors to the website. Mr. Bradley said that he will talk to the First Selectman's Office. Mr. Zieff suggested that the Committee notify the University.

Mr. Bradley asked about the Project Site Signs. There was a discussion about this.

**11. Review and approval of any outstanding invoices or requisitions for payment**

Mr. Bradley tabled the Invoice.

**12. Public Comment**

No public comment.

**13. Old Business**

No old business.

**14. Adjournment**

Mr. Plotkin moved and Mr. Pitaniello seconded a motion to adjourn. Mr. Bradley adjourned the meeting at 8:05 p.m.

Andrew Graceffa, Secretary  
Ellen Marks, Recording Secretary

