

Penfield Building Committee
Special Meeting
Sullivan Independence Hall
Fairfield, CT. 06824
November 17, 2016
penfieldcommittee@town.fairfield.ct.us

Present: Mr. Bradley, Mr. Graceffa, Mr. Zieff, Mrs. Nelson, Mr. Plotkin, Mr. Speciale (via phone)

Absent: Mr. Bellitto, Mr. Bass, Mr. Pitaniello

Others: Mr. Chamberlain, Mr. Danton, Mr. Vincent, Mr. Procino, Mr. Whalen, Mr. Warrington, Ms. Ewing, Ms. Dyer

1. Call to Order

Mr. Bradley called the meeting to order at 6:04 p.m.

2. Confirmation of Quorum

Quorum confirmed.

3. Confirmation of Meeting Agenda and Order

Confirmation of Meeting Agenda and Order confirmed.

4. Report from Shawmut Design and Construction regarding project progress, outstanding issues, schedule and completion date

Mr. Whalen reported on the project progress. He said that he is confident that they will make the January 8, 2017 turn over date. All the existing mechanical systems are up and running – the heat is on and the ventilation is running. The pavement and curbing are completed. The landscaping plants are on site and being installed. The sprinklers have been installed and the inspection will take place next Monday or Tuesday. Replacement tile is underway. In regard to the fire alarm, the Town is in the process of contracting with the service provider for the phone lines. The additional insulation is almost completed. Mr. Whalen said that 60% of the old insulation was removed due to animal infestation and other issues.

Mr. Graceffa asked about the cleanliness of the duct work. Mr. Whalen said that he thought it was clean because when they replaced the filters, the old ones did not look dirty. Mr. Whalen also stated that supply and return grills have been outfitted with temporary filtration to protect the existing system while operating during construction. Mr. Whalen said that he would visually inspect the ducts next week.

5. Report from DeStefano & Chamberlain regarding outstanding design and engineering issues including recent on- site inspections by project electrical and mechanical engineers.

Mr. Chamberlain said that he is making on-site visits 2-3 times per week. He said the Town's contribution to the parking lot work went well. He said the deck railings are being

worked on. The decking work is almost complete, as is the interior work. He said he does not foresee any design issues. He reported that the Acoustical Consultant is developing some plans. The scope of acoustical mitigation work is planned for the Meeting Room and will most likely involve wall and ceiling fabric panels to reduce the reverberation time in the current space.

6. Report from Colliers International regarding overall project status and financial status including estimated cost at completion, status of Owner's and CM contingencies, allowances and status of change orders. Review and approval of CM contingency transfer to Owner's contingency.

Mr. Danton distributed the Owner's Project Manager Report. He reviewed the project GMP contract schedule, financial summary report, owner's contingency summary, current project exposures, contingency status report, construction manager's contingency status log and the GMP allowance status log.

Mr. Bradley asked if all the money will be spent. Mr. Danton said that he thinks that most of the pending exposure items will come to fruition but that the carried estimates are conservative figures. They are tracking those items because there is a scope gap. Some of the items may come from the allowances. If, at project completion, contingency is left unspent, 75% of the monies is returned to the Town per the contract.

Mr. Vincent distributed the RFI log and reviewed it with the Committee.

7. Review and approval of any outstanding change order requests, review and confirmation of recently authorized or pending Construction Change Directives

CR#018 from Shawmut Woodworking and Supply for \$1,485.00 has been tabled pending more information.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve CR#019 from Shawmut Woodworking and Supply, for dry pendants, in the amount of \$607.00. All voted in favor. Motion passed.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve CR#020 from Shawmut Woodworking and Supply, for door changes, in the amount of \$949.00. All voted in favor. Motion passed.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve CR#021 from Shawmut Woodworking and Supply, for deletion of add alt #6, in the amount of \$23,003.00. All voted in favor. Motion passed.

CR#022 from Shawmut Woodworking and Supply has been tabled.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve CR#024 from Shawmut Woodworking and Supply, for breezeway sprinkler line, in the amount of \$5,495.00. All voted in favor. Motion passed.

CR#025 from Shawmut Woodworking and Supply has been tabled.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve BT#11, from Shawmut Woodworking and Supply, a draw from contingency, in the amount of \$3,776.00. All voted in favor. Motion passed.

Mr. Whalen spoke with the landscaper. The plants originally picked out for the bio swale are at the nursery and are available. The Landscape Architect said it is a good time to plant and feels the plants would hold the bio swale together through the winter.

Mr. Zieff said he is concerned about public relations and wants to make the outside of the building look nice. He is in favor of spending the money. Mrs. Nelson asked what happens if the plants do not take. Mr. Whalen said that the plants are under warrantee. The plants will lay dormant over the winter but it is possible that we might lose one or two.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve CR#10 for added landscaping for bio swale, in the amount of \$34,540.00. All voted in favor. Motion passed.

8. Review and approval of applications for payment and outstanding invoices.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve payment to DeStefano & Chamberlain , Invoice #5845, for construction services, in the amount of \$10,910.00. All voted in favor. Motion passed.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve payment to DeStefano and Chamberlain, Invoice #5844, for FEMA, in the amount of \$1,500.00. All voted in favor. Motion passed.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve payment to SBS dba Colliers International, Invoice #16874, for project oversight, in the amount of \$6,457.00. All voted in favor. Motion passed.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve payment to Shawmut Woodworking and Supply, Invoice #13, for construction services, in the amount of \$480,268.00. All voted in favor. Motion passed.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve payment to AMC, Invoice #A111602, for Industrial Hygienist, in the amount of \$400.00. All voted in favor. Motion passed.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve payment to AMC, Invoice #A101621, for Industrial Hygienist, in the amount of \$400.00. All voted in favor. Motion passed.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve payment to AAIS, Invoice

#12481, for hazardous material abatement, in the amount of \$7,209.00. All voted in favor. Motion passed.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve payment to Special Testing Laboratories, Inc, Invoice #30674, in the amount of \$934.32. 5 in favor, 0 nays, 1 abstention (Speciale). Motion passed.

Mr. Graceffa moved and Mr. Zieff seconded a motion to approve payment to Waters Construction, Invoice #2016-01, for fine grading of the parking lot, in the amount of \$9,300.00. All voted in favor. Motion passed.

9. Adjournment

Mr. Graceffa moved and Mr. Zieff seconded a motion to adjourn the meeting. Mr. Bradley adjourned the meeting at 7:05 p.m.

Andrew Graceffa, Secretary
Ellen Marks, Recording Secretary