

**DRAFT MINUTES**

**RECEIVED**

**Penfield Pavilion Building Committee  
Organizational Meeting  
Monday November 2, 2009  
6:15 p.m.  
First Floor Conference Room  
Sullivan Independence Hall**

NOV - 6 2009

TOWN CLERK'S OFFICE  
FAIRFIELD, CT

**Members Present:** Mr. Gallagher, Mr. Kelly, Mr. Galle, Mr. Convertito, Mr. Jones, Mr. Pesci, Ms. Crowley, Mr. Tanguay, Ms. Dyer, Mr. Plotkin  
**Others Present:** Ms. Steeneck, Mr. Demartino, Mr. Speciale, Mr. Briks, Mr. White, Mr. Lombardo

**I. Call to Order**

Mr. Kelly called the meeting to order at 6:17 p.m.

**II. Nomination Of Officers**

Mr. Galle nominated Mr. Gallagher for the position of Chairman. Mr. Pesci seconded the motion. All in favor – the motion passed.

Mr. Kelly nominated Mr. Galle for the position of Vice Chair. Mr. Gallagher seconded the motion. All in favor – the motion passed.

Ms. Crowley nominated Ms. Dyer for the position of Secretary. Mr. Convertito seconded the motion. All in favor – the motion passed.

**III. Review of Committee Charge**

Ms. Steeneck read the Town of Fairfield Penfield Pavilion Building Committee Charge to the members of the Committee. Mr. Convertito asked Ms. Steeneck to change the Charge to reflect the actual make up of the Committee – six members from the TFC, two members from the Parks and Recreation Commission, and two public citizen members.

**IV. Schedule of Future Meetings**

The Penfield Pavilion Building Committee will meet on the last Monday of every month at 6 p.m. The TFC meetings will follow. The next meeting of the Committee will be Nov. 30, 2009 at 6 p.m.

**V. Presentation by Rich White**

Mr. White began his presentation by showing an overhead picture of the Pavilion. The present project includes the center building to the west wing. The plan is to demolish the building from ground up. The new structure will be elevated to the new FEMA elevation standard - it will be raised up one foot. There will be a new handicap accessible ramp. The building will be up to code and up to hurricane standards. The cost is estimated at 2.4 million dollars, although no firm estimate has been provided. Mr. Kelly asked who did the schematics. Mr. White said that Wiles did the architectural drawings and did the schematics. Mr. White said that the part of the project that was completed has already been bonded and the schematics are paid for. He said that \$175,000 has been appropriated by the BoF and the RTM for architectural fees. He has already paid the Geotech engineer from this money. Mr. White said that he was the construction manager on the first half of the project and will do it again. Mr. Convertito pointed out that the RTM wanted a Building Committee for the second half of the project. Ms. Crowley said that this side of the building is the functional part. The other side, she said, is mostly lockers.

Mr. Kelly asked if the Committee was locked into a budget. Mr. White said that the only budget to date is the \$175,000 for schematics and estimates.

Mr. Lombardo will furnish the Committee with a copy of the bonding resolution at its next meeting.

Mr. Lombardo said that the project is slated to start next September after Labor Day. The goal is to have it ready by July 4, 2011. He said that the goal is to work with Mr. Wiles as architect. Mr. Wiles has agreed to work for 5% of the 2.4 million, down from an original bid of 7%. Mr. Gallagher said that he supports using Mr. Wiles as architect since this Committee is stepping into this project in the middle. There should be no requirement for RFP in the second phase of the project, as an architect is a professional service. Mr. Gallagher will seek direction from the Purchasing Director. Mr. Lombardo suggested that Mr. Wiles come to the next meeting or to meet with him privately before the next meeting. Mr. Convertito said that he would like to see the proposal from Mr. Wiles. Mr. Gallagher asked Mr. White to obtain the written proposal from Mr. Wiles for distribution to the members. Mr. Gallagher asked if the architect included the cost for DPW to do the work. Mr. White said it would be done at contractor rates. Mr. Galle asked if there were any environmental issues. Mr. White said there is asbestos in the building. He said they will use an outside hygienist for abatement. Mr. Kelly asked about the timetable for the bid and the bid awards. He said we are looking at 5 months from schematic design to construction documents. This timetable is very tight, he said. Mr. Kelly asked about the square footage. Mr. White said it was 14,000 sq. feet. Mr. White said that he was anticipating doing the demolition with DPW manpower and equipment to keep costs down. Mr. Tanguay asked if this side was more complicated than the other side. Mr. White said, the construction process will be technically less complicated.

#### **VI. Presentation by Gerry Lombardo**

Mr. Lombardo said that there are now 203 lockers, down from the original number of 250. There are fewer lockers as a result of ADA requirements and the costs associated with installing new locker facilities. He said they kept the same concept with the exception of the new lockers. During the Phase 1 of the project, they removed 120 lockers but were unable to get them back in. The sub-Committee of the Board of Parks and Recreation had decided on fewer lockers to provide more public space. He explained that it gives more deck space and room for a handicap ramp. He said the Pavilion may be open until 8 p.m. in the summer. The hall can be rented starting at 7 p.m. since the new plans will provide segregation between the hall and the public bathrooms. The kitchen can be rented and will be used for food preparation. He spoke about outdoor restrooms, outdoor showers and changing rooms. The front of the building will have close to the same look as the current building. The actual new building size is smaller than what it was due to finances and sand area considerations. Mr. Lombardo said they have \$200,000 state grant money in hand. The State gave \$400,000 for the east wing.

#### **VII. Adjourn**

Mr. Convertito made a motion to adjourn the meeting. It was seconded by Ms. Dyer. Mr. Gallagher adjourned the meeting at 7:37 p.m.

Respectfully submitted

Patti Dyer, Secretary

Ellen Marks, Recording Secretary