

**Penfield Pavilion Building Committee  
Meeting Minutes  
Monday May 23, 2011  
John J. Sullivan Independence Hall  
725 Old Post Road  
Fairfield, Connecticut**

**Present:** Mrs. Crowley, Mrs. Griffin, Mr. Plotkin, Mr. Kelly, Mr. Jones

**Absent:** Mr. Gallagher, Mr. Pesci, Mr. Galle, Mr. Convertito

**Others:** Ms. Steeneck, Mr. White, Mr. Lombardo, Mr. C. Wiles, Mr. Jobst

**I. Call To Order**

Mrs. Crowley called the meeting to order at 6:40 p.m.

**II. Review of Minutes**

Mr. Kelly made a motion to approve the minutes of April 25, 2011. Mr. Plotkin seconded the motion. One abstention. Four in favor. Motion passed.

**III. Project Progress Report**

Mr. White said that there has been significant progress on the project. The crews are working 10 hour days and some Saturdays and Sundays. The two week look ahead is good. Mr. White said that the utility company has not made progress bringing the 3-phase down to the building. They are working on SNET poles but SNET has no control over the contractor. Two of the four poles are set and the other two will be set this week. Mr. White said that he is 75% confident that they will get the project done on time. He said the roof is on and they are proceeding with the indoor work.

**IV. Discussion and Vote on Landscape Bid Award**

Mrs. Crowley said that the bids have been received. The low bidder was Coastline from Madison, CT. He cost is about \$5,000. Mr. Placko is investigating since this bid is way under the other bids. Mr. Kelly made a motion to postpone this discussion. Mrs. Griffin seconded the motion. All in favor – motion passed.

**V. Change orders/Invoice Review**

Mr. White said that there is \$44,000 left in the contingency fund. There is at least \$30,000 in the budget that won't be touched and that leaves \$70,000.

Mr. Kelly made a motion to pay the Application and Certification #6 for \$449,445.00 to Secondino. Mrs. Crowley seconded the motion. All in favor – motion passed.

Mr. Kelly made a motion to approve Change Order #8 to provide labor, material tools, equipment and supervision to provide and install the additional electrical outlets in the amount of \$5,897.00. Mrs. Crowley seconded the motion. All in favor – motion passed.

Mr. Kelly made a motion to approve Change Order #9 to provide labor, material tools, equipment, and supervision to provide and install additional telecommunication equipment for \$4,576.00. Mr. Jones seconded the motion. All in favor – motion passed.

Proposed Change Order # 11 to provide labor, material tools, equipment and supervision for the installation of (28) CAT 6 cables in a total of (13) locations in the new facility. Mr. Kelly said that he thought it was too much money to run wire. Mr. Wiles said that there was originally one wire and that he wants to pull out the CAT 5 and replace it with CAT 6 wire. Mr. Kelly said he did not agree and asked why they can't use a wireless hub. Mr. Wiles said that they are installing WiFi. Mr. Kelly said that he wants to postpone this and said he wants more information as to why we are doing this.

Mr. Kelly made a motion to approve Change Order # 12 to provide labor, material tools, equipment and supervision for upgrading the security system for \$4,490.00 and Change Order #13 to provide labor, material tools, equipment and supervision for installing the additional wiring for the security system upgrade for \$8,700.00. Mr. Plotkin seconded the motion. Discussion: Mr. Kelly said that it seemed a bit pricey. Mr. White said that they started out with the bare minimum. He said it was a highly vandalized area and he wants a full security system with three key pads. He said it was a big expansion of what we had. Mr. Lombardo said that initially they were going to do only the front door but they have so many windows and this will alert them if there are open windows. All in favor – motion passed.

Mr. Kelly made a motion to approve Change Order #14 to provide material credit for providing galvanized doors and frames in lieu of fiberglass doors and frames for \$15,910.00. Mr. Plotkin seconded the motion. Discussion: Mr. Kelly asked why we are changing from fiberglass to galvanized steel. Mr. Wiles said lead time and cost. Mr. White said that galvanized works and fiberglass will break. All in favor – motion passed.

Mr. Kelly made a motion to approve Change Order #10 to provide labor, material tools, equipment and supervision to provide and install the additional copper piping, cast iron piping and insulation to allow bathrooms 103 and 104 to remain open during the winter season for \$27,096.00. Mrs. Griffin seconded the motion. Discussion: Mr. White said that he wants to change all the PVC piping for the building and replace it with cast iron with heat trace and insulation to provide protection year round. All in favor – motion passed.

Mr. Kelly made a motion for Change Order #15 to provide labor, material tools, equipment and supervision to install 1/2' x 6 x 18 PVC bead board ceiling trim over the exterior deck ceiling in lieu of James Hardie Panel ceiling board not to exceed \$8475.00 based on information from Mr. White and to go through the sub- committee for approval. Mr. Plotkin seconded the motion. Vote is postponed.

The vote to approve Change Orders #11 and #15 are postponed pending PBC Executive Committee review of additional information.

**VI. Discussion and Vote on Commemorative Plaque**

Mr. Plotkin made a motion to allow Mr. Gallagher to make a decision on the plaque.

Mr. Griffin seconded the motion. All in favor – motion passed.

**VII. New Business**

No new business.

**VIII. Public Comment**

No public comment.

**IX. Adjourn**

Mr. Kelly made a motion to adjourn. Mr. Plotkin seconded the motion.  
Mrs. Crowley adjourned the meeting at 7:20 p.m.

Linda Crowley, Secretary  
Ellen Marks, Recording Secretary