

SPECIAL PROJECTS BUILDING COMMITTEE

Monday, November 29, 2010

5:30 pm

First Floor Conference Room

Independence Hall

FINAL MINUTES

Members Present: Richard Speciale, Miriam Frank, Pam Iacono, Gerard Keough, Al Kelly

Members Absent: Len Amato

Others Present: John Convertito, Twig Holland, Andy Brophy, Judy Ewing, George Wiles, Alan Lipman, Hilary Plessner, Sal Morabito, Jessica Gerber, Eileen Roxbee, Chris Dewitt, Ken Flatto, Jim Gallagher, Maureen McCormack, Brandt Jobst

I. Call to Order

Chairman Rich Speciale called the meeting to order at 5:33 pm.

II. Approval of Minutes-September 27, 2010, October 4, 2010, November 1, 2010

Pam Iacono made a motion to approve the minutes of September 27, 2010. Gerard Keough seconded the motion which carried unanimously. Ms. Iacono made a motion to approve the minutes of October 4. Mr. Keough seconded the motion. Ms. Iacono made a friendly amendment to change the word core to code in the third sentence in the first paragraph under Select Architect and to add the following language after the third sentence in the first paragraph under Select Architect: Per advice from Jim Wendt, assistant town planner, the following is further detail on FEMA costs: Soft costs and costs for site work and parking are not included in the allowable FEMA dollar limit, and costs required to comply with independent code violations are exempt from the FEMA limit. However, code updates done in conjunction with additions / renovations are not exempt from FEMA limits (e.g. if doing a renovation and need to install or upgrade the sprinkler system, that cost must be included in the FEMA dollar limit). The motion, as amended, carried unanimously. Ms. Iacono made a motion to approve the minutes of November 1, 2010. Miriam Frank seconded the motion which carried 5-0-1, Kelly abstaining.

III. Election of 2011 Officers

Mr. Keough made a motion to keep the same officers (Mr. Speciale as Chair, Mr. Kelly as Vice-Chair and Mr. Amato as Secretary). Ms. Frank seconded the motion which carried unanimously.

IV. Approve 2011 Meeting Schedule

Ms. Iacono made a motion to approve the schedule. Mr. Kelly seconded the motion which carried unanimously.

V. Approval of Estimator

Purchasing Director Twig Holland gave the Committee copies of bids from Malkin and Turner. The Committee discussed fees and rates for both firms. Mr. Kelly made a motion to move this item after item VIII. Mr. Keough seconded the motion which carried unanimously.

VI. Status Report from Wiles AIA

George Wiles, Architect, introduced Brandt Jobst, who gave the Committee handouts on his power point presentation which showed the existing building and proposed changes that include eliminating and relocating the stage, adding in two serving lines and an addition of 750 square feet. The architects need direction on where the stage should go. They are proposing about 1300 square feet to the administration area and enhancing security. Ms. Iacono asked if the architects had met with school administrators and they had not because they are flushing out the concept to reconcile the scope of the project with costs. First Selectman Flatto said he didn't recall a larger administration area. Mr. Wiles said that expansion of that area was mentioned on the upgrades list. Mr. Wiles said the school will need some upgrades to make it ADA compliant. He discussed lockers and doors to the classrooms. The architects are ready to start the design schematic. Ms. Iacono asked for a copy of the minimum ADA requirements. Mr. Wiles said the Town's building department can furnish that information.

The Committee discussed FEMA regulations in relation to the scope of the project because of restrictions on the dollar amount. There was considerable discussion about the wording of the Charge and how to pay for other work beyond the FEMA restrictions.

VII. Project Development Method

Mr. Kelly made a motion to discuss this item after the approval of the estimator which is being discussed after item VIII. Ms. Iacono seconded the motion which carried unanimously.

VIII. Discussion on Estimate for Sherman School

Mr. Wiles gave the Committee a handout on estimated project costs. He provided the following cost breakdowns for the priorities: 1) Food Services and Storage - \$200,000; 2) Mechanical/Electrical Upgrades - \$450,000; 3) New Assembly Space - \$75,000; and 4) Stage - \$240,000; and the total was over \$1.3 million without 5) Main Office/Security (w/o conference room). Questions were raised as to why there was no amount for new roofing, how much sprinkling was required, how much cabinetry was needed, and about the condition of the lockers.

It appeared that the needs were going to exceed the amount in the Charge. First Selectman Flatto suggested asking for a contingency fund or a supplementary amount. There was some discussion about not seeking state reimbursement. Sherman Principal Eileen Roxbee was asked to weigh in on what items she believes are priorities. Both she and the Committee agreed to focus on the kitchen needs, mechanical upgrades, and fire safety and security and ADA requirements. Mr. Kelly said that if all of the ceilings had to be opened then he would support full sprinkling of the building. Mr. Speciale asked Mrs. Roxbee to send the Committee her priority list of items. There was a brief discussion on lockers and the bus loop and Mrs. Roxbee said while they are important, they are not the top priorities right now.

The Committee discussed keeping down project costs because of the FEMA restrictions based on the assessed value of the school property. It was also noted that if the state wasn't going to be involved then a qualified contractor isn't needed.

The Committee then discussed Approval of an Estimator which they had voted to discuss after item VIII. Ms. Iacono made a motion to hire Turner as the project's estimator. Mr. Keough seconded the motion which carried 5-1-0, Kelly against.

The Committee then discussed Project Development Method which they voted to discuss after item VIII and approval of an estimator. Mr. Kelly said the Committee will use a general contractor instead of a construction manager. Ms. Holland said a general contractor is the best route to take given this project's size and that a CM is expensive. Mr. Wiles said he will focus on the items of scope agreed to by the committee and discuss the plans with building personnel.

IX. Discussion Regarding Remaining Funds for Sherman and Osborn Hill Annexes and Final Determination Regarding Any Use of Remaining Funding

Ms. Iacono, noting that the Board of Finance had stated that items such as Smart/Boards would not be covered by 20-year bonding, said she intended to make a motion to rescind the vote made on September 27, 2010. She had asked the First Selectman for clarification and he had said that it was a grey area and that he would try to find out if in fact the BOF policy had been discussed prior to the approval of the Ed Specs. Chris DeWitt, Board of Finance member, said, in his opinion, that it would be better to return to the BOF then to just go ahead and spend the money. Ms. Iacono made a motion to rescind motions made at the September 27, 2010 meeting for smartboards at Sherman and Osborn schools. Ms. Frank seconded the motion which carried 3-2, Speciale and Frank against. Ms. Iacono made a motion for the SPBC to go back to the BOF and ask for guidance on the remaining funds from the annex budgets and to remind the BOF that the smartboards are in the ed specs. Mr. Keough seconded the motion which carried unanimously.

X. Discussion on Closeout of Osborn & Sherman Schools Annexes

Given that the matter of unexpended funds remains open, the Committee took no action to close out the projects.

XI. Public Comment

Alan Lipman thanked the Committee for their work, as did Eileen Roxbee, who also thanked them for their continued work at Sherman School.

Judy Ewing reminded the Committee that the FEMA regulations must be followed. In addition, she said she felt that going through the BSF process might end up increasing the cost of the project.

Meredith McCormack, Sherman PTA, also thanked the Committee for their work.

XII. New Business

It was announced that Al Kelly would be the recipient of the Alis McGrath Friend of Education Award on Wednesday at 7:30 PM at the BOE. Mr. Kelly made a motion to add approval of invoices to the agenda. Ms. Iacono seconded the motion which carried unanimously. Mr. Kelly made a motion to approve \$5,283 in invoices the payment of two invoices from Wiles architects; one for \$5,000 and another for \$283.48 for a total of \$5,083.48. Ms. Iacono seconded the motion which carried unanimously.

XIII. Adjourn

Mr. Kelly made a motion to adjourn the meeting at 7:30 pm. Ms. Iacono seconded the motion which carried unanimously.

Respectfully submitted,

Jennifer S. Carpenter
Recording Secretary