

**SPECIAL PROJECTS STANDING BUILDING COMMITTEE SPECIAL MEETING**  
**Thursday, June 9, 2011**  
**5:30 pm**  
**First Floor Conference Room-Independence Hall**

**FINAL MINUTES**

Members Present: Rich Speciale, Pam Iacono, Jerry Keough, Len Amato, Al Kelly

Members Absent: Mike Giaquinto

Others Present: Sal Morabito, Brandt Jobst, Craig Wiles, Eileen Roxbee, Twig Holland, Judy Ewing, Meredith McCormack, Ken Lee, Jane Purcell

I. Call to Order

Chairman Rich Speciale called the meeting to order at 5:36 pm.

II. Update by Professionals/Discussion of Schedules

Brandt Jobst distributed an updated schedule proposal for discussion. He noted that item four on page one should state that the contractor negotiation completion date is July 28, not July 21, 2011. The schedule includes a new bid schedule starting on June 15, 2011. TPZ should vote by mid-July. Site preparation could begin on August 1, 2011.

The new plan would include the administration and kitchen areas this year, and the HVAC and other work would be done over the summer of 2012. Jaffe Holding Associates, an acoustics consultant, looked at the town noise ordinance which imposes regulations for sound at night and not during the day. Some decibel information was made available that showed lower noise levels could be achieved by screening. Mr. Speciale pointed out that three of the units were add alternates. He said he hoped there would be enough money, given the financial restrictions of the project. Architect Craig Wiles said it would probably cost under \$5,000 to screen two of the units. The unit closest to a residence was the loudest. It would be shut off at night at 9 pm.

Mr. Speciale asked some questions about sequencing of work. Sherman Principal Eileen Roxbee said that contingency plans have been discussed to make the new timeline work. Certain days would be offline due to school events and for the fall election. Mrs. Roxbee said she would rather not push things through too quickly and not get what the Sherman community would like. She has concerns with using up money to pay for prime time labor. The schedule actually allows for a six to seven month gap between work to be completed December 2011 and started up again at the end of June 2012. Pam Iacono asked when the kitchen would be finished. Sal Morabito said the kitchen addition will be complete October 1, 2011. Mr Jobst added that the serving line will be done by the end of December, 2011.

Purchasing Director Twig Holland commented at length on the bid process and schedule. She suggested bidding the project as two separate jobs, with a third alternative to have one company bid on both jobs. The schedule allows for plenty of lead time to order the roof top units. She said that the contract states that bids will be awarded in accordance with the best interests of the town. There is usually a negotiation period after the bid is awarded. There will be a down payment of 10% for the equipment to make sure the Town owns the equipment in case anything happens to the contractor. Mr. Jobst noted that the project is being bid now so the project won't go over the FEMA rule which Mr. Speciale expressed concern over. Ms. Holland also said the Town could offer an incentive of \$10,000 or so for early completion.

This has been done for four other recent projects. She said she opted to keep in the pre-qualifications in the project to ensure the contractors are in good standing, even though the Town isn't getting state funding for this project. Mr. Jobst said if one contractor is hired, there would be no additional architect fees. Al Kelly said he is concerned with the HVAC and cutting holes in the roof so he is glad the architects have oversight along with the BOE staff so the money is well spent overseeing the contractor. Mr. Kelly said to make sure the schedule isn't affecting the cost of the project. Mr. Morabito suggested having a timeline for items like the HVAC and noted that the project needs to be on the school's schedule, not on the contractor's schedule. Mr. Morabito wants to see a non-aggressive end date. Ms. Holland said the Town can offer an incentive for early completion. Mr. Speciale asked if the incentive fee is stated up front. Ms. Holland said it is. Mr. Speciale also asked who determines the incentive and late fees if any. Ms. Holland said her department determines these fees. Ms. Holland said she'll speak to Mrs. Roxbee about this. Mr. Speciale said that a must complete date should be put in the bid. Ms. Holland said it will be put in the bid and is made very clear in the beginning. Each member indicated their preference for how to proceed with the bid. Mr. Kelly said he wants either one contractor to bid or for the Committee to use Ms. Holland's recommendation. Jerry Keough likes Ms. Holland's approach because he says it's the most flexible. Ms. Iacono agreed with Mr. Keough. Len Amato said he likes the way Mr. Morabito and Mrs. Roxbee are working out a realistic date of completion and like's Ms. Holland's approach. Mr. Kelly suggested having dates in the bid indicating critical dates or periods when the school can't be worked on. Ms. Holland said these dates will be covered in the scope review.

There will be a conference call set up for Friday at 11 am with Mr. Morabito, Mr. Wiles Mr. Speciale, Mr. Kelly and Ms. Holland to discuss the details of the bid language. Ms. Iacono asked that Mr. Speciale and Mr. Kelly report back to the Committee after the call.

### III. Public Comment

Ms. Roxbee thanked everyone for their input and cooperation. She said the timeline is important and to be frugal with the funding and not outpace the project with extra costs. Her big concern is not having funding at the end of the project to finish the project.

Jane Purcell, who had served on the TMSBC, said she had studied the drawings and had some questions about the door to the kitchen, (to have a removable railing), the pass-through area, and safety during construction, including separating the workers from the students. Ms. Holland noted that rules of engagement occur in every project to protect students. Ms. Iacono said she would like review of the minutes of meetings to be limited to the Committee secretary and if he is not present at the meetings, then the chairman should review minutes prior to them being sent to the Town Clerk to the other members.

### IV. Adjourn

Mr. Amato made a motion to adjourn the meeting at 6:35 pm. Mr. Keough seconded the motion which carried unanimously.

Respectfully submitted,

Jennifer S. Carpenter  
Recording Secretary