

SPECIAL PROJECTS STANDING BUILDING COMMITTEE MEETING

Monday, November 28, 2011

5:30 pm

First Floor Conference Room-Independence Hall

FINAL MINUTES

Members Present: Rich Speciale, Mike Giaquinto, Al Kelly, Jane Purcell, John Convertito (replacing Pam Iacono as BOE Rep.)

Members Absent: Len Amato, Gerard Keough

Others Present: Twig Holland , Sal Morabito, George Wiles, Craig Wiles, Judy Ewing, Dorene Herron, Meredith McCormack

I. Call to Order

Chairman Rich Speciale called the meeting to order at 5:32 pm.

II. Approve Minutes

Al Kelly made a motion to approve the October 31, 2011 minutes. Jane Purcell seconded the motion which carried 3-0-2, Mike Giaquinto and John Convertito abstaining, after a minor correction was made under New Business (Mr. Purcell was changed to "Ms." Purcell). The Committee officers have authority up to \$15,000 not \$7500.

III. Election of Officers

Mr. Kelly made a motion that Rich Speciale serve as Chair. Ms. Purcell seconded the motion which carried unanimously. Mr. Giaquinto made a motion that Mr. Kelly serve as Vice-Chair. Ms. Purcell seconded the motion which carried unanimously. Mr. Kelly made a motion that Len Amato serve as secretary. Mr. Speciale seconded the motion which carried unanimously.

IV. Approval of 2012 Schedule

The approval of the 2012 Schedule will take place at the next meeting which is scheduled for December 19, 2011. It was suggested that the meetings start at 6:00 pm and continued to be held the last Monday of each month. The proposed schedule will be checked for holidays and other conflicts.

V. Update on Project Status

Craig Wiles said there was an issue in getting conservation permits. The drawing showed the discharge under the building. The hazmat report came today. There are some PBC's. Mr. Wiles will meet with AMC testing about it. The trailers will be on site by December 11, 2011. There will be a special inspector selected for the project. The architects are waiting for a schedule from THP. Mr. Giaquinto said THP should put their expenses on an AIA document.

The payment requests and procedures were reviewed. In emergency situations, the Committee's officers can approve up to \$15,000 in expenditures. THP will work with Twig Holland and the Committee to keep FEMA expenditures separate from non-FEMA expenses.

Mr. Speciale said on Wednesday, he met with the electrician who stated temporary wiring will

be ready and tested by Friday. Mr. Speciale said there will be a superintendent on the job full-time.

Sal Morabito reported that now that the permit has been acquired, the Admin move can take place. The buses will need to be relocated during construction.

Mr. Kelly mentioned that the PCO's (Proposed Change Orders) will be submitted first and after the money is released it will come back to the Committee for final approval.

VI. Old Business-None

VII. New Business

Mr. Wiles asked Jen Carpenter for a new contact list of Committee members. Mr. Kelly and Ms. Purcell want to review all PCO's. They asked Mr. Wiles to have all vendors send the information electronically. A project timeline was requested.

Mr. Wiles reported that the Committee may get a \$21,000 credit on the energy recovery system if they switch from Trane. Mr. Wiles said he would like his engineer to look at it.

The building committee will need like confirmation from the architect and engineer that the system to be substituted is equal in all respects including the associated building management system. Heat can easily be changed from electric to gas but the hot water heater is gas. They could switch to propane or install a small electric heater. The location of the gas line may prove to be problematic, however. It will be investigated over the December vacation.

Mr. Kelly made a motion for the executive officers to release this month's requisition #1 in the amount of \$29,640 to Tomlinson Hawley Paterson (THP) after receipt and approval of executive officers of a project schedule, timeline, schedule of values and an AIA format for all payment requisitions with a breakdown between FEMA and non-FEMA expenses. Mr. Giaquinto seconded the motion which carried unanimously. Mr. Convertito asked if the schedule should also be approved by Mr. Morabito and the architect. Mr. Giaquinto said the schedule is submitted to the architect who signs off and gives recommendations to the Committee. In addition, the Building Committee will only review the Requisitions for Payment after they have been signed off by the architect as accurate and complete.

Mr. Kelly made a motion to approve Invoice # 5067 for Wiles Architects in the amount of \$1,297.27 for reimbursable expenses. Mr. Giaquinto seconded the motion which carried unanimously. Mr. Kelly made a motion to pay Invoice # 5062 for Wiles Architects in the amount of \$158.42 for reimbursable expenses. Mr. Giaquinto seconded the motion which carried unanimously. Mr. Kelly made a motion to approve Invoice # 5065 for Wiles Architects in the amount of \$1,986. Mr. Giaquinto seconded the motion which carried unanimously.

Mr. Speciale asked Ms. Holland to copy the entire Committee when sending invoices.

VIII. Public Comment-None

IX. Adjourn

Mr. Giaquinto made a motion to adjourn the meeting at 6:21 pm. Mr. Convertito seconded the motion which carried unanimously.

Respectfully submitted,

Jennifer S. Carpenter
Recording Secretary