

SPECIAL PROJECTS STANDING BUILDING COMMITTEE MEETING

Monday, April 30, 2012

5:30 pm

Principal's Conference Room, Sherman School

250 Fern Street

Fairfield, CT 06824

FINAL MINUTES

Members Present: Rich Speciale, Jane Purcell, Gerard Keough, John Convertito (arrived at 6:23 pm)

Members Absent: Al Kelly, Len Amato, Mike Giaquinto

Others Present: Sal Morabito, George Wiles, Craig Wiles, Brandt Jobst, Larry Secor, Twig Holland, Eileen Roxbee, Judy Ewing, Meredith McCormack

There was no quorum present when the meeting started at 5:40 pm in the new administrative addition at Sherman School. The members discussed the following:

V. Update by Architect

Architect George Wiles gave a detailed report about the various challenges of the project. He congratulated the Committee and said that Phase 1 was coming to a close, and had received a TCO. Job meetings would be suspended until the next phase starts. All submittals have been approved. The contractor has submitted a schedule.

Over the summer, the classroom work will begin-four classrooms at a time. The ceilings must be opened up. It would be best if all furniture and materials were removed. However, the contract documents call for packing up and covering the room contents, and not removal. Jane Purcell asked if the amount of work in the classrooms warrants vacating those rooms. Sal Morabito said no, entire rooms haven't been packed up; there's been some packing. He said it should be clarified what clearing a room means. Mr. Wiles said he needs to speak to THP further on why they want the whole ceiling in the classrooms dropped.

Mr. Wiles said an issue is that there is no slip time built into the schedule. Mr. Wiles expressed concern that the work was scheduled for completion the day before school starts next fall. He reported that there have only been 17 change orders to date and that hiring an owner's representative had been a good idea. He also thought that hiring THP was a good choice. There needs to be some clarification about the work schedule with THP. Mr. Wiles stated that Wiles wants the completion date two weeks earlier than THP planned to give the project some cushion room.

VI. Update by OCR

While waiting for a quorum, Larry Secor gave his Owner's Rep report. The TCO was obtained on April 12, 2012. There were some clocks, computers and wiring not in working order until April 25, 2012. The kitchen is done and passed inspection; there is one more inspection to be done mid-week. Mr. Secor said there is an issue with the sidewalk paving; it was not completed on time. There was a code compliance issue about the ramp. Mr. Secor said he is concerned with the ceiling work and it makes sense to empty the rooms.

Mr. Secor said some floor tiles have popped due to moisture. They have been replaced at no additional charge. Punch lists have been started and will be coordinated by Wiles Architects. Mr. Secor said financially, the FEMA costs are in line, but the overall costs are not.

VII. Old Business

Jerry Keough said the composition of the Committee makes it difficult to get quorums. Judy Ewing said the Committee Charge states that members can't be added unless the Charge is changed.

I. Call to Order

Chairman Rich Speciale called the meeting to order at 6:23 pm when John Convertito arrived.

II. Approve Minutes

Jane Purcell made a motion to approve the minutes. Mr. Speciale seconded the motion. Ms. Purcell made an amendment to remove the following wording in paragraph nine, section III, first and second sentences "amount of 5% of the original contract. The invoice reflected 5% based on a new contractual amount rather than the original construction contract" and replace it with "not to exceed value for reimbursables" in the first sentence after the words "beyond the"; add "reimbursables for" before Phase Two in section III, paragraph nine; and make the following corrections in section VII: "Mr. Speciale expressed concern about the steel over the classrooms (not on the roof); remove the sentence, "Mr. Morabito reported that the flashing was okay, except for the pipe fitting, and that the gas and electrical hook up for the roof top units have been air tested" and replace with "Mr. Morabito reported that pipe fitting is not in the way of the summer work; it is no longer a problem as well as some transite panels in the courtyard will need to be abated"; "scheduled" was replaced with "schedule"; and the fourth sentence was changed to "Ms. Purcell asked if the shop drawings for the HVAC units had been approved and if equipment was ordered as they represent a critical path work this summer and asked for confirmation." Mr. Speciale seconded the amendment which carried unanimously. The main motion, as amended, carried unanimously.

III. Approval of Invoices

A copy of the invoices and proposals were distributed for review. Twig Holland, Ms. Purcell, and Mr. Speciale had reviewed the invoices extensively last Friday and suggest the Committee approve all of them. Mr. Speciale noted that Application #6 references the AIA document. Ms. Holland said that some inconsistencies with THP's invoice were straightened out so there is a clear audit trail. Mr. Speciale made a motion to approve AIA document THP in the amount of \$177,617.43. Mr. Keough seconded the motion which carried unanimously. Mr. Speciale made a motion to approve invoice # 5111 for Wiles in the amount of \$1,900.00. Mr. Convertito seconded the motion which carried unanimously. Mr. Speciale made a motion to approve invoice # 12-02-19 for Fairfield Testing Laboratory in the amount of \$238.68. Ms. Purcell seconded the motion which carried unanimously. Mr. Speciale made a motion to approve invoice #2012-4510 for Connecticut Matls Testing Lab in the amount of \$1,032.19. Mr. Keough seconded the motion which carried unanimously. Mr. Speciale made a motion to approve invoice # 112-12 for Nafis & Young in the amount of \$3,290.00. Mr. Keough seconded the motion which carried unanimously. Mr. Speciale made a motion to approve the invoice #

A041229 for AMC Environmental in the amount of \$1,532.50. Mr. Keough seconded the motion which carried unanimously.

IV. Review and Approval of PCO's

Mr. Convertito made a motion that CO #04 should correctly read CO #14. Mr. Speciale seconded the motion which carried unanimously. Mr. Convertito made a motion to approve change orders # 01 - 03 and #014 in the amount of \$34,307.27. Mr. Speciale seconded the motion which carried unanimously.

VII. Old Business

Mr. Speciale said he will call members to make sure they can attend meetings or to let him know if they are not interested in serving. Mr. Keough asked if the Committee would be working on new projects. Ms. Ewing mentioned the window replacement project at Osborn Hill if it meets the requirements of the Charge of SPSBC.

VIII. New Business

Mr. Speciale raised a question about the anniversary date of Phase 1 regarding FEMA work, which can be determined when Phase 1 ends and Phase 2 begins. It was decided that Assistant Plan and Zoning Director Jim Wendt should be asked about the date.

The Committee raised several questions about the status of some of the work and whether it complied with the shop drawings.

IX. Public Comment

Principal Eileen Roxbee reviewed a list of concerns which will be discussed at the Wednesday meeting and if they are not resolved, they will be added to the punch list. Mrs. Roxbee announced that an open house in the new Administrative Area will be held soon. She also said there would be a ribbon cutting the first week of school to coincide with the 50th Anniversary of the school.

X. Adjourn

Mr. Keough made a motion to adjourn the meeting at 7:12 pm. Ms. Purcell seconded the motion which carried unanimously.

Respectfully submitted,

Jennifer S. Carpenter
Recording Secretary