

SPECIAL PROJECTS STANDING BUILDING COMMITTEE SPECIAL MEETING
Wednesday, June 27 2012—3 pm
Second Floor Conference Room
Independence Hall
725 Old Post Road
Fairfield, CT 06824

FINAL MINUTES

- Members Present: Rich Speciale, Gerard Keough, Jane Purcell, John Convertito, Al Kelly (via phone)
 - Members Absent: Michael Giaquinto; Len Amato
 - Others Present: Sal Morabito, Twig Holland, Judy Ewing, Meredith McCormack, Ken Lee
- I. Call to Order
- Chairman Rich Speciale called the meeting to order at 3:04 pm.
- II. Approval of Invoices and Requisition for Change:
- Tomlinson Hawley Patterson application for payment #8 dated 30 June 2012; Mr. Convertito made a motion to approve for payment \$416,018.19; Mr. Keough seconded the motion, which carried 5-0-0. Ms. Holland will get from THP a certificate of insurance that correctly states the insured as the Town of Fairfield (not as Roger Sherman Elementary School).
 - Nafis and Young invoice #180-12 dated 5/31/12; Mr. Speciale made a motion to approve for payment \$1,190; Mr. Keough seconded the motion, which carried 5-0-0.
 - Nafis and Young change order for additional time required to provide owner's construction representative services during the installation of Part B heating, ventilation and air conditioning equipment; Mr. Speciale made a motion to approve the change requisition for \$12,425; Mr. Keough seconded the motion, which carried 5-0-0.
- III. Old Business
- The following potential change orders (PCO) were reviewed and discussed:
- Tomlinson Hawley Patterson PCO #28R for door hardware for interior vestibule doors \$6,303: Sal Morabito will get cost estimate and availability of panic hardware installed on these doors. The committee will review that information and took no action on the PCO from the contractor.
 - Tomlinson Hawley Patterson PCO #30 to remove the projection screen installed in the conference room of the administrative office suite. The committee confirmed their approval of that screen as indicated on the plans, there was no additional charge to provide and install it. The PCO to remove the screen was not approved.
 - Tomlinson Hawley Patterson PCO #26 to waterproof sheetrock adjacent to a new drinking fountain \$2,385: Sal Morabito will work with school maintenance to look at various options and the cost of each for waterproofing. The PCO was not approved.
 - Tomlinson Hawley Patterson PCO #29 to replace the front doors of the school \$24,262.47: Hardware on the doors has been moved / replaced several times during previous renovations, so the doors are scarred with blanks and obvious signs of hardware changes. Sal Morabito will see if the doors can be cleaned-up in conjunction with the work on the interior doors. The PCO was not approved.

- Tomlinson Hawley Patterson PCO #22 for electrical and mechanical revisions \$16,910.11: This PCO is under review.
- Tomlinson Hawley Patterson PCO #24 as a credit of (\$5,649.19) for structural steel reviews: The committee requests Nafis and Young review the amount to see if it's okay.

IV. New Business / Discussion

- The Cloud in the administrative office suite: The nail penetrations are part of the metal deck and are per the plans (no finishing per the plans). The committee discussed the aesthetics of painting / exploring other options after project close-out and all costs are known.
- Floor: Mr. Speciale met with Tomlinson Hawley Patterson to review the uneven floor; tiles will be removed and concrete ground in order to level the floor.
- Parent drop-off: Tomlinson Hawley Patterson claims the sidewalk and parent drop-off areas are not on the plans; PCO #25 to do the work is \$19,072. Ms. Holland and Mr. Morabito will review the plans and specs with Wiles Architects, and will explore other options for doing the work if it is not part of THP's contract.
- Administrative assistant's desks: The positions of each and the furniture was ordered by the schools and are different from the location and models shown on the plans by Wiles Architects; the locations were not determined by the building committee. Mr. Morabito will follow-up with options for the furniture.
- Long-serving lines in the cafeteria are not related to the facility / functional design of the kitchen, but rather are related to one additional cashier being required; it is believed the food service department is addressing this situation.

V. Public Comment

- Meredith McCormack: The privacy issues in the administration conference room have not been fixed; there are voids on the top and sides of curtain wall; Wiles Architects should develop solutions to make the room acoustically tight. It was noted that THP built per the design by Wiles Architects: the conference room was originally the conference room for the principal's office and in that location, was sound-proof; it is uncertain as to when and by whom the conference room location was changed. *Note: On 28 June 2012 Mr. Speciale visited the site and observed a plastic sound barrier had been installed by THP; THP also reported they have a plan in place (which has been reviewed and approved by Wiles Architects) for acoustically insulating the ceiling.*
- Ken Lee: Requests the building committee look at options for removing and returning for credit the projection screen. Building committee members reiterated the manufacturer will not accept the return, and the screen has value and should remain in-place.

VI. Adjourn

- Mr. Convertito made a motion to adjourn the meeting at 4:06 p.m. Mr. Keough seconded the motion, which carried 5-0-0.

Respectfully submitted,

Twig Holland, C.P.M.
Director of Purchasing