

STRATFIELD ELEMENTARY SCHOOL
BUILDING COMMITTEE

Tuesday, May 4, 2010
1st Floor Conference Room, Independence Hall
725 Old Post Road, Fairfield, CT

DRAFT MEETING MINUTES

Members Present: Linda Barlaam; Don DiMartino; Kathryn Dittrich; Al Kelly, Chairman; Larry Kochman, Vice Chairman; Thomas Lanese, Secretary

Members Absent: Michael Fazio; William Harke; Millie Pollack

Others Present: John Mitola, BOE liaison; Anna Cutaia-Leonard, BOE Director of Elementary Education; Ken Procino, Tim Yahn, Brian McDonald, Malkin Construction; Bill Silver, Amanda Cleveland, Silver Petrucelli Architects; Ken Flatto, Twig Holland, Judy Ewing, Town of Fairfield; Tom Pesce, Stratfield Elementary School Principal

I. Call to Order

Chairman, Al Kelly called the meeting to order at 7:07 pm

II. New Committee Member

Mr. Kelly introduced new committee member Mr. Don DiMartino

III. Review and approval of the minutes for April 6, 2010 and April 20th, 2010

1. Motion was made by Mr. Kochman and seconded by Mr. Kelly.

Motion passed 5:0:1 with Mr. DiMartino abstaining

IV. CM update

-Mr. Procino discussed Alternate #7 (door Replacement throughout the school) and Alternate # 8 (selective window replacement as needed). Malkin needs a decision so order may be placed due to long lead times. Mr. Procino says these items will not affect the contingency or soft costs. Per previous surveys completed on the windows, there will not be any abatement concerns with window replacement.

-Motion was made by Mrs. Dittrich and seconded by Mrs. Barlaam to accept Alternate # 7 (Door Replacement)
Motion passed 5:0:1 – with Mr. Kochman abstaining.

-Motion was made by Mr. Kelly and seconded by Mr. Kochman to accept Alternate # 8 (Window Replacement)
Motion passed unanimously 6:0:0

-Discussion on conduits for whiteboard. Question asked if rough in electrical conduits were in base bid. Mr. Kelly thought the conduits were included, followed by Mr. Kochman reading the Alternate. Mr. Procino said a decision on the installation could wait until the next meeting

-Phase 4/5 Furniture moves were discussed with Mr. Procino providing William B Meyer's budgeted proposal in the amount of \$ 49,350.00.

-Phase 6 was discussed with an additional \$ 4,000.00 for William B Meyer to remove old furniture.

-Discussion followed on what to do with old furniture; recycle, reuse in town system.

-Mr.Kochman questioned not having a fixed number with Miss Holland stating this number is based upon what Myer's knows today.

-Mr.Procino assured the committee that Malkin would oversee that the moves were done in an orderly and expedient manner.

-Motion was made by Mr. Kelly and seconded by Mr. Kochman to accept William B Meyer's total budgeted amount of \$ 49,350.00 with a not to exceed limit of \$ 50,000.00, with add alternate # 6 to be discussed at a later date.

Motion passed unanimously 6:0:0

-Mr. Procino discussed Malkin PCO # 1 which was discussed and reviewed with Mr. Kochman and Mr. Lanese. These items were attributed to either site conditions or requests by the AHJ. Mr. Kochman recommended approval of this change order.

-Motion was made by Mr. Kochman and seconded Mr.DiMartino to accept Malkin's PCO # 1 in the amount of \$ 15,212.10 per Malkin AIA Doc 6701

Motion passed unanimously 6:0:0

-Mr. Procino stated that Sunrise Masonry will donate the cornerstone of the building.

V. Public Comment

-Mr. Kelly addressed the public with regards to the donation. It was decided that Mrs. Glovin (PTA) will be included in all discussions with regards to pavers/cornerstones/plaques

-Mrs. Glovin asked for dimensions and placement of paving path as she would like to get parents involved.Mr. Kelly will provide information to the PTA after discussion with the landscape architect.

-Mrs. Diitrich informed Mrs. Glovin the 5th grade would then donate something else in lieu of the cornerstone as originally discussed

-Close Public Comment

IV. CM update cont.

-Mr. Procino discussed the timing of the removal of the gym floor, summer 2010 or 2011. Mr Procino felt more comfortable with completing the work next summer due to the heavy work load

and schedule constraints. Discussion followed with regards to the health concerns with the existing mats. Sense of the body was to have the floor removed in the summer of 2011.

-Mr Flatto questioned the committee about replacement of the existing mats. Mr. Kelly responded that he would address the issue with the Board of Education. Mr. Pesce stated that mats will not be placed on existing gym floor and would like to purchase new mats after new gym floor is installed.

-Mr. Procino presented Malkin's monthly report: see attached

-Current schedule continues to look good with projected dates.

-Phase 5 was out to bid with responses due back on May 13, 2010. Makin would then present the GMP (Guaranteed Maximum Price) at the July 20th meeting.

-Cost report shows that Malkin is on track for overall budget.

-Mr. Kochman asks are we on schedule and budget with Mr. Procino stating yes we are ok with budget and schedule.

-Mr. Kochman asks if there are any outstanding RFI's with Mr. Procino stating there are no outstanding RFI's at this point in time.

-Mr. Kelly commented about having the monthly report published on the town website and asks Mrs. Leonard about the possibility of receiving larger email files.

-Mr. Kelly asked Mr. Procino for budget pricing for playing field irrigation and for Mr. Silver to answer RFI with regards to outlet at light pole. Sense of body is that it would be fairly inexpensive to run the conduit and to proceed with pricing.

-Mr. Procino discusses purchase/rent options for temporary air conditioners on the 1st and 2nd floors in the south west corner of the building.

-Motion was made by Mr. Kelly and seconded by Mr. Kochman to authorize Malkin to install temporary air conditioners for the 1st and 2nd floors in the southwest corner of the building with total cost not to exceed \$ 6,000.00
Motion passed unanimously 6:0:0

VI. Architect Update

-Mr. Silver stated that RFI's and Shop Drawing reviews have been ongoing.

-Phase 5 was currently out to bid.

-Addenda was to be going out tomorrow May 5, 2010

-There was a lot of field work taking place to keep up with pace of work.

-Time had come to choose colors. Presentation of pallets and color schemes by Amanda Cleveland

-Color Selection Meeting to be held at 9:30 May 6th at the school. Committee members, School officials, Board of Education officials, and Architect to be present.

-Discussion with Malkin and Mr. Silver insuring the committee that there was no scope deviation based on schemes presented. Committee was assured there would be no up charge/extras.

-Discussion that existing furniture would be used in the new classroom addition 2010-2011 school year.

VII. Public Comment

Colors:

- Lauren Lamb, 3rd Grade teacher @ Stratfield: too many colors can be distracting, would like less busy floors
- Anna Cutaia-Leonard, BOE Director of Elementary Education: much research has already been done with regards to colors and the learning environment
- Tom Pesce, Stratfield Elementary School Principal: has had nothing but positive comments about current color schemes. Feels current schemes bodes well for learning. Would not like bright or shocking colors but schemes that would promote a happy place
- Charlotte Glovin: would not like corporate schemes but geared towards children

General:

- Tom Pesce, Stratfield Elementary School Principal: questioned status of existing bulletin boards and floor tiles that had been tested, plans for staff bathrooms and gymnasium doors. S&P to look into replacement.

-Mr.Kochman noted that colors will be determined by the committee after the Color Selection review meeting.

-Judy Ewing suggested this meeting to be "Noticed". Mr. Kelly will discuss with Betsy Browne in the morning.

-Close Public Comment

-Mr. Kelly asked Silver Petrucelli for a basic scope for staff bathrooms and Malkin to provide a budget.

VI. Architect Update cont

-Mr. Silver recommends moving forward with air quality testing. Fuss & O'Neill Proposal is discussed with the committee. Feels that establishing a baseline is critical.

-Mr. Kochman questions the need for the testing. Committee discussion and sense of the body is that testing would be beneficial.

-Mr. Yahn states that Malkin takes steps to minimize construction dust by using negative air machines, changing filters regularly, and covering buggies. This comment was in response to a question related to what has been done on other sites. There was no commitment to use these techniques on this site. Only if needed.

-Mr. Procino feels it is hard to hold individual subcontractors responsible for poor test results. Mr. Silver disagreed and felt that the contractors do bear the responsibility at the end of the project.

-Mr. DiMartino stated on the other school projects in town, testing was paid for by the BOE.

- Motion was made by Mr. Kochman and seconded by Mr. DiMartino to have 2 air quality tests taken during summers of 2010 and summer of 2011; after discussion, motion was amended by Mrs. Ditrlich to add 3rd test.

Motion passed unanimously 6:0:0

VIII. Public Comment

-Lauren Lamb asked if coat hooks could be raised in staff areas. Mr. Silver commented he would write a memo to Malkin to have them add new lower hooks.

-Mrs. Glovin read letter from the 3rd grade, which addressed adding electric hand dryers and removing paper towel dispensers. See attached. Questioned why doors to courtyard could not be added now.

-Committee discussed hand dryer options. Pros and cons discussed. Approximate cost to be \$ 1,800.00 per unit. Malkin needed direction to be able to have electrician rough in conduits.

-Mr. Kelly asked Mr. Silver for a sketch for the running of electrical conduits and box locations.

-Motion was made by Mr. Kochman and seconded by Mr. Kelly to authorize Silver Petrucelli to provide a sketch to Malkin for running conduits and rough -in boxes to potential hand dryer locations, and for Malkin to proceed with the work.

Motion passed 5:1:0 with Mr. Lanese voting no

-Close Public Comment

IX. Pay Bills

- Motion by made Mr. Kochman and seconded by Mrs. Ditrlich to authorize the Purchasing Authority to pay the monthly United Illuminating bill prior to Committee review, with Mr. Kelly providing a letter of authorization to the Purchasing Authority.

Motion passed unanimously 6:0:0

-Motion made by Mr. Kochman and seconded by Mr. Kelly to pay "Current Items" totaling \$32,797.07

<u>Vender</u>	<u>Invoice number</u>	<u>Date</u>	<u>Amount</u>
S&P –	10-256	04/01/10	\$18,498.50
Malkin	04/26/10	04/26/10	\$ 6,865.50
Malkin	MCC-310	03/31/10	\$ 1,826.00
Horizon	R0109Z	04/02/10	\$ 3,582.41
Horton	08-51S1.b1	04/21/10	\$ 2,025.00

Motion passed unanimously 6:0:0

-Motion made by Mr. Kochman and seconded by Mrs. Ditrlich to pay Malkin Construction \$ 493,535.99

Malkin B9050ORQ4 04/30/10 \$ 493,535.99

Motion passed unanimously 6:0:0

-Motion was made by Mr. Kelly and seconded by Mr. Kochman to pay the current United Illuminating Co. bill. Amount will be recorded at a later date.

Motion passed unanimously 6:0:0.

Mr. Kelly will confer with Miss. Holland with regards to future payments to UI.

-Motion by made by Mr. Kochman and seconded by Mrs. Dittrich to pay Silver Petrucelli \$ 15,103.88

S&P 10-347 04/28/10 \$ 15,103.88

Motion passed unanimously 6:0:0

X. New Business

-Mr. Kelly asked for Malkin to have a roof inspection based upon the resent report of leaks. Malkin has commissioned Barrett Roofing with a Proposed Budget of \$2,200.00 – \$ 2,500.00. Mr. Kelly stated the committee cannot in good conscience leave the building with leaking roofs.

- Mr. Kelly updated the committee about the Stratfield quarterly meeting with the Board of Finance. While Mr. Kelly was presenting the Stratfield project's quarterly budget report to the Board of Finance, the discussion with the Board of Finance about how security and technology equipment should be purchased, developed. The Board of Finance stated Security and technology equipment should not be a 20 year bond. The committee's funding request will be a 20 year Bond. The technology and security equipment should be bought in a non-recurring budget or short method of financing as determined by the Board of Finance. Therefore the purchase of this type of equipment shall not be authorized by this committee. This would affect Alternates 14 and 15.

-Discussion took place on the Canopy Alternate changing at the April 6 meeting. At that meeting the canopy was extended. Mr. Kelly presented the rendering to the committee. It was determined that shorter building canopy will provide coverage to the bus canopy.

-Motion was made by Mr. Kelly and seconded by Mr. DiMartino to revert back to the original alternate design of the canopy as presented in the phase 4 contract documents.

Motion Passed 4:0:2 with Mr. Kochman and Mrs. Barlaam abstaining

IX. Adjourn

Motion was made by Mrs. Barlaam and seconded by Mr. Kochman to adjourn the meeting at 10:06 pm

Motion passed unanimously

Next meeting will be June 1st, 7^{pm} at Sullivan Independence Hall, 1st floor conference room.