

**STRATFIELD ELEMENTARY SCHOOL  
BUILDING COMMITTEE**

Tuesday, February 2, 2010  
1st Floor Conference Room, Independence Hall  
725 Old Post Road, Fairfield, CT

**FINAL MEETING MINUTES**

Members Present: Linda Barlaam; Kathryn Dittrich; Michael Fazio; James Gallagher, Secretary; William Harke; Larry Kochman, Vice Chairman; Thomas Lanese and Millie Pollack

Members Absent: Al Kelly, Chairman; John Mitola, BOE liaison

Others Present:, Twig Holland, Director of Purchasing; Anna Cutaia-Leonard, BOE Director of Elementary Education; Thomas Pesce, Principal of Stratfield; William Silver of Silver/Petrucelli; Ken Procino, Malkin Construction; Brian McDonald, Malkin Construction; Judy Ewing, liaison to the First Selectman; Charlotte Glovin, Stratfield PTA President; Laura Shea, Stratfield PTA President-Elect, Joe Bud and Stu Buhrendorf, Stratfield PTA Reps

**I. Call to Order:**

Chairman Larry Kochman called the meeting to order at 7:05 pm

**II. Approval of the minutes:**

Motion was made by Mrs. Pollack and seconded by Mrs. Dittrich to approve the minutes of November 10, 2009, December 1, 2009 and January 5, 2010 together with changes as noted to the January 5<sup>th</sup> minutes.

Motion passed 7:0:1. Mr. Harke abstained

**III. Update on Project approval process:**

- Mr. Silver requires the committee to sign off and their approval to go out for Phase IV. Atty. Fallon taking roof planning to Planning and Zoning with all roof equipment heights.
- Phase 5 FFE: met with educators, administrators and 3 SBC members. Very productive meeting. Expects to have the plans signed and approved for the Feb. 16<sup>th</sup> SBC meeting and then will approach BSF. Hopefully will be approved 1-2 weeks later and out to bid by March.
- BSF new rules for addendum on bids is that you can no longer mail them, they must be brought to them in Hartford in order to make sure all items are eligible. Addenda items can be filed with Bureau of School Facility (BSF) in person within 6 months
- 9:30 am meeting with Malkin to discuss minor coordination needs and BSF comments.
- Going out to bid next Wed.

**IV. Architect update:**

- Educators requested some minor plan changes to the drawings
  1. Lower level art classroom needs storage immediately adjacent to the classroom. IT tech office will be moved across taken out of the former custodial closet. Ms. Barlaam, Ms. Dittrich and Mr. Gallagher attended this meeting.
  2. BSF required a handicap lift to the stage. Reduction of yard storage to single door and reconfiguration of the space.
- Currently the architects have identified solid 46 points towards LEED standards. 50 points are needed for Silver standard. Additional 4 points will cost money. The installation of a Bike rack, shower, bike lanes and trail make the project eligible for one more point. The addition of 5 marked spaces for fuel efficient

vehicles will gain 2 additional points. The project is not designed for certification, but to a LEEDS standard. Mr. Kochman suggested other LEEDS inclusions, including VOC free paints and materials and local producers. FLPS to sign a two year renewable contract – No. Acoustical performance, 1 point. Will check if it meets the standard. Asked if other schools have showers. Mr. Silver handed out information on solar system payback calculation for solar hot water (see attachment). Add alternate. Panels are available for state reimbursement. Life of panels is over 20 years. Very little maintenance costs on pump. Not sure how many points this is worth.

-As of January, State law requires High Performance standard for any new construction over \$5million and State reimbursement over \$2 milion. Project is slated for \$1.3 reimbursement and therefore is NOT required to meet high performance standard.

-Sense of the body to release the documents as is because any additional changes by the committee would be required to be made by addenda.

-Malkin Construction going out to bid on February 10<sup>th</sup> with bids due on March 9<sup>th</sup>

FF&E meeting with Malkin Construction tomorrow and others to do quality review of the drawings and next meeting is scheduled for Monday at 9:00 am. Mrs. Barlaam and Mrs. Dittrich volunteered to attend.

#### V. Review of Follow-up items

-Safety: Epifano did a revised site specific health and safety plan. Vest color and communications between workers and staff and students.

-Designation of an evacuation location in case of emergency. Mrs. Cutaia-Leonard discussed that temporary and long term plan are in place. She will coordinate with Malkin Construction. Mr. Pesce has had two drills with students to practice where new sites will be for evacuation due to construction.

-Blastings: no blasting will occur when school is in session. Malkin will coordinate with Principal.

Pre-blast surveys were hand delivered. The committee will be writing a letter and sending something to the neighbors to coordinate the blasting times. Malkin could be blasting in a week. 7:30 am start time.

-\*\*\*\*\*Malkin will send an e-mail to Mr. Kelly to verify start times and stop times. Depending upon the rock, they may hammer or blast.

#### VI. CM update

-Handed out hard copies of the January report (see attachment). Will e-mail report to Mr. Kelly for distribution to committee.

-Temporary fencing

-Cut down trees

-Installed access road and temporary road

-Bids for concrete and steel packages

-Broke ground last Friday

-On schedule for Phase 2

-Out to bid next Wed for Phase 4 and bids due by March 9<sup>th</sup>

-Project budget cost report

-Still on budget not including Phases 4 and 5 which have not gone out to bid yet

-\$26,500 site and landscaping charges, page 2 – change order, soil from oil tanks which is contaminated and will need to be replaced with clean fill from the wall out, just a few feet.

-replacement of trees that were cut down per the tree warden. Conservation Dept. wants to replace some of them.

-cash flow projection sheet for the duration of the project

-bid and award sheet

-no change orders to date

-3,287 hours with no loss of time due to injury

#### VII. Budget Review

Drawings of Phase 4 & 5 that went to BSF comments had changes that added costs to the budget. Last report that was issued was based on December 1<sup>st</sup> drawings. Will review the current documents with the changes, i.e. added basement toilet room per BSF so there are now a boys and a girls toilet versus a unisex one in the lower level. BSF driven requirements also mandate a lift to the stage and where significant changes are made, doors need to be made accessible.-Office of Civil Rights. BSF required grab bar to bathrooms.

Steel bids were part of addendum 1.

#### VIII. Committee Discussion

Mr. Harke will check to see if there are any other points to get project to 50 points for LEED.

#### IX. Report on FF&E

-Silver/Petrucci met with Central Office and members of the SBC and provided a list of what will be included in Phase 5 (see attachment)

-12 existing smartboards have been located

-Furniture layouts were discussed

-Furniture matrix of new and old

-Next meeting is Monday

#### X. Report on PTA Meeting

January 14<sup>th</sup> meeting went well and there was a great turnout. PTA thanked the presenters. Great presentation with a lot of information provided.

#### XI. Public Comment

Mrs. Glovin, Jackman Avenue: Requested a ground breaking ceremony with children. Mr. Kochman suggested she e-mail Mr. Kelly and coordinate a date. Company will provide hard hats for all the children. The PTA would like to do a brick paver fundraiser. Mr. Silver suggested the Peace Garden.

#### XII. Review of the bills and proposals (see attachment)

-Silver/Petrucci invoice # 09-201 in the amount of \$1,177.02 was previously paid in full

-\*\*\*\*\*Malkin Construction Corp. postponement of bills until next meeting

a. Revised DD to 6/21/09 - \$17,070.63

b. SD/CD 6/22-9/27/09 - \$45,020.38

c. SD/DD 9/28-11/1/09 - \$30,813.06

1. Motion was made by Mr. Lanese and seconded by Mrs. Dittrich to approve payment to Horizon Engineering for invoices:

a. R0109Z-075-4 for the amount of \$651.20

b. R0109Z-075-5 for the amount of \$2,916.25

c. R0109Z-075-7 for the amount of \$11,248.93

Motion passed unanimously.

2. Motion was made by Mr. Lanese and seconded by Mrs. Dittrich to approve payment to Silver Petrucelli & Associates for invoice 10-13 in the amount of \$17,415.45.

Motion passed unanimously.

3. Motion was made by Mr. Kochman and seconded by Mr. Harke to approve payment to Malkin Construction Corp. for the balance of the preconstruction value per the contract pending confirmation by Ms. Holland, the Town Purchasing Agent.

Motion passed unanimously.

4. Motion was made by Mr. Harke and seconded by Mrs. Dittrich to approve payment to Malkin Construction Corp. for invoice 1/25/2010 in the amount of \$2,500.00.

Motion passed unanimously.

5. Motion was made by Mr. Gallagher and seconded by Mrs. Dittrich to approve payment to for invoice B9050ORQ1 in the amount of \$100,687.87.

Motion passed unanimously.

Invoice B9050ORQ1 includes payment for the three bonds. Town of Fairfield holds Malkin Construction's bond and Malkin Construction holds the bonds with the trades. One time start of costs and general conditions of the project. GMP money contract was signed by Ms. Holland and sent to Mr. Kelly. Tax exempt items must be tracked. Consumables are taxable.

\*\*\*\*\*distribution of bonds to Chairman to be distributed to committee

### XIII. New Business

Mr. Gallagher discussed the construction meeting held at the trailer where discussion took place over the signage for the project. A sign for the "Stratfield School renovation project" is not included in the project and would cost approximately \$1,000. Committee decided not to purchase this sign. It was suggested that perhaps, through the PTA, the children would make one. In addition, a topping off ceremony when the steel is erected will be around mid-March when the children will be able to sign the steel.

### XIV. Executive Session

Cancelled

### XV. Adjourn

Motion was made by Mr. Gallagher and seconded by Mrs. Dittrich to adjourn the meeting. Motion passed unanimously at 9:00 p.m.

Next meeting will be held on Tuesday, February 16<sup>th</sup> at 7:00 pm in OLD TOWN HALL Conference Room.

Respectfully Submitted,  
Jim Gallagher  
Secretary

Charlotte Leslie  
Recording Secretary