

# Draft Minutes

Town Facilities Commission  
Meeting Minutes  
Monday April 26, 2010  
John J. Sullivan Independence Hall  
725 Old Post Road  
Fairfield, Connecticut

**Present:** Mr. Kelly, Mr. Gallagher, Mr. Convertito, Mr. Sapone, Mr. Speciale  
**Absent:** Mr. Pesci, Mr. Galle, Mr. Jones, Mr. Demartino, Mr. Briks

- I. **Call to Order**  
Mr. Kelly called the meeting to order at 7:47 p.m.
- II. **Update on SPSBC**  
Mr. Speciale spoke about the drainage problems at Osborn Hill and Sherman Schools. Mr. Speciale discussed this problem with Sal Morabito, Bill Hurley and Rich White. He said the engineer has the schematics and he expects to have an estimate soon. Mr. Speciale will meet with the Purchasing Dept. about how much money is left.  
Mr. Convertito said that the spread sheets are separate and that one shows and overage and one shows and underage.  
Mr. Speciale said that the Principals at both schools are active with the committee. They are pleased with the concern over the drainage problems and overall are happy with the buildings.  
Mr. Convertito noted that the floors are in bad condition.  
There was some discussion about Tools for Schools. Mr. Convertito made a motion that the Chair of the TFC write a letter to the PTA Council President to establish a direct line of communication between the TFC and the Tools for Schools Chair. Mr. Speciale seconded the motion. All in favor. Motion passed.
- III. **Update on SBC**  
Mr. Kelly reported that the Stratfield Building project is on schedule and on budget.  
Bidding for Phase V is currently under way. The bus canopy is going in.
- IV. **Update on PBC**  
The Penfield Building Committee met this evening. The project is on track. Rich White, construction manager, has been authorized to contract with an estimator. The committee discussed electrical needs, lighting and site improvements.
- V. **Update of FWMS**  
Mr. Sapone reported that Malkin was hired as the construction manager. The commissioning agent is getting bids back.  
The TFC is recommending to the FWBC Chair that they consider hiring an accounting manager for the design phase of the project up to construction.
- VI. **Building Committee Manual**  
The flow chart for the building project will be updated and discussed at the next meeting. Mr. Kelly asked Mr. Convertito to create another flow chart outlining how it works up to the TFC and showing the process of how a building committee is formed.

- VII. Approval of Minutes**  
Approval of 3/29/10 minutes was tabled until the next meeting.
- VIII. New Business**  
No new business.
- IX. Public Comment**  
No public comment.
- X. Adjourn**  
Mr. Convertito made a motion to adjourn. Mr. Gallagher seconded. Meeting was adjourned at 9:17 p.m.

Respectfully submitted,

John Convertito, Secretary  
Ellen Marks, Recording Secretary