

## Draft Minutes

**Town Facilities Commission  
Special Meeting  
Sullivan Independence Hall  
725 Old Post Road  
Fairfield, Connecticut  
Monday December 3, 2011**

**Present:** Mr. Kelly, Mr. Gallagher, Mr. DiMartino, Mr. Briks, Mr. Ackley, Mr. Pesci, Mr. Jones, Mr. Galle, Mr. Sapone, Mr. Speciale

**Others:** Mr. Brophy, Mr. Fryer, Mr. Canuel, Mr. Kery

**I. Call to Order**

Mr. Kelly called the meeting to order at 6:30 p.m.

Mr. Pesci made a motion to swap items #2 and 4. Mr. Ackley seconded the motion.

All in favor – the motion passed.

**II. Report on FWHS Roof**

Mr. Briks gave a summary report on the meeting that took place at Fairfield Warde High School on December 3, 2010. See attached roof meeting minutes.

**III. Discuss and Potentially Approve Funding Request for Roof**

Mr. Briks stated that the roof manufacturer will be onsite to take roof samples so that an assessment of remaining useful life of the existing roofing system may be achieved. Mr. Briks said that one major problem now is that there is a lot of equipment on the Warde roof. The maintenance of the equipment causes people to walk on the membrane which is resulting in damage to the membrane. The membrane is thin and is easily damaged. This traffic, he said, is the main issue in accelerating the demise of the roof.

Mr. Briks said that there are 45-50 sections to the roof at different levels. He said it was almost like different roofs.

Mr. Fryer said that the Bd. Of Ed thought it a good idea for someone to check the roof after the warranties expired. He said that Mr. Shutler from Tecta America (the BOE roof maintenance contractor) has been maintaining the roof.

Mr. Kelly suggested that there should be walking pads around the equipment.

Mr. DiMartino said you would need a lot of walk pad since the roof is very large. He said that the Committee needed options of roofing systems.

Mr. Gallagher said that the required roof pitch has changed over the years.

Mr. Briks said that they should estimate the overall cost even though the project will be phased.

Mr. Kelly said that the cost issue is going to be the amount of money to install insulation and resulting collateral work due to the increased thickness of the roof.

Mr. Kelly asked if it was worth getting State reimbursement. Mr. Briks explained why he wanted Hoffman to do the work. He said they were one of the best and one of the few in the country who specialize in roof projects.

Mr. Kelly said that they were interested in the scope of the work.

Mr. Jones said that if they ask for reimbursement, there might be code standards. He said that there may be structural issues that will cost more money.

Mr. Briks said that his sub- committee will get the proposal to obtain a funding request. He said that we need to get Hoffman to identify the range of cost for the repair project because it is a complex roof.

Mr. Gallagher said that someone needs to look at the condition of the roof top equipment.

Mr. Briks said that most of the equipment was put on five years ago. The Fitz House equipment is 1973 vintage.

Mr. Gallagher said that there was significant puddling. Mr. DiMartino said it was part of the original design. Mr. Briks said the roof was designed for imperfect pitch.

Mr. Kelly listed the scope for the architect and estimator

- options for the roof with alternative costs
- insulation
- pitch
- roof drainage (bring up to code)
- overflow drains (bring up to code)
- possibility of a new deck
- possibility of increased parapet height
- phasing
- cost estimating
- review of Tecta America documentation
- remaining useful life of roof

Mr. Kelly said he thought an estimator should be part of the project.

Mr. Briks said the hard estimate will be the bid.

Mr. Kelly said that he thought they should ask for \$30,000 to bring in an architect.

Mr. Sapone thought they should ask for \$35,000.

Mr. Gallagher said they they need consensus that this is a project that needs to be done.

Mr. Briks said that eyeballing the roof, he thinks it has another five years. He added that it may take five years to get to the end point. Mr. DiMartino said the roof does not need to be replaced immediately. But, he said, we need to plan because it is getting worse.

Mr. Fryer said there is a PM4 for roof maintenance and that Tecta America won the bid.

Mr. Sapone made a motion to request from the First Selectman \$35,000 to hire an architect and estimator to perform the following tasks: options for the roof with alternative costs, insulation, pitch, roof drainage, and resulting collateral work (bring up to code), overflow drains (bring up to code), possibility of a new roof deck, phasing, cost estimating, review of Tecta American documentation and remaining useful life of roof.

Mr. Pesci seconded the motion. All in favor – the motion passed.

Mr. Gallagher asked if the subcommittee wanted more help. Mr. Briks said not now.

#### **IV. Report FLHS Windows**

Mr. Jones reported that Mr. DiMartino saw the condition of the windows. He said that the TFC recommendations made sense. The focus should be on the older units and that they should proceed with documentation as to cost. Mr. Jones said that they should go with an estimator and perhaps a consultant. They should construct an outline of work and let the estimator make a thorough estimate. Mr. DiMartino said that we need to have an expert give us options and costs. Mr. Jones asked in there were annual inspection reports. Mr. Fryer said that there were no annual inspection reports.

Mr. Kelly said that they need to get the scope of the project, a consultant to look at it room by room, elevation by elevation, come up with a matrix and determine which windows need caulking, gasketing and replacing. Mr. Speciale said that Berger will come and give an opinion of the scope of the work. Mr. Kelly said that maintenance was not reimbursable.

**V. Discuss and Potentially Approve Funding Request for Windows**

Mr. Kelly said they were not ready to ask for a funding request.

**VI. Public Comment**

No public comment.

**VII. Schedule Next Meeting**

The next meeting will be at the end of the month but Mr. Kelly said to stand by for a special meeting if necessary. The Board of Selectman are meeting on 1/10/11.

**VIII. Adjourn**

The meeting was adjourned at 8:45 p.m.

James Pesci, Secretary

Ellen Marks, Recording Secretary