

HOLLAND HILL SCHOOL BUILDING COMMITTEE

Thursday, March 3, 2016

1:30 p.m.

Second Floor Conference Room

Independence Hall

725 Old Post Road

Fairfield, CT 06824

FINAL MINUTES

Members Present: Nick Aysseh, Tom Dubrosky, Jason Li, Joe Michelangelo, Tom Quinn, Harry Ackley (arrived 1:42 pm), Phil Dwyer (BOE liaison—non-voting member)

Others Present: First Selectman Mike Tetreau, Town Clerk Betsy Browne, Holland Hill Principal Laura Cretella, Judy Ewing, Eileen Kennelly, Sal Morabito, and Phil Ryan

I. Call to Order-First Selectman Mike Tetreau

First Selectman Mike Tetreau called the meeting to order at 1:31 pm.

II. Swearing-In New Members-Town Clerk Betsy Browne

Town Clerk Betsy Browne swore in all six members.

III. Organizational Matters

A. Introductions and Charge-First Selectman Mike Tetreau

First Selectman Tetreau thanked those present for meeting today, and stated that the Committee needs people with flexible calendars to meet frequently in order to meet the target date of September 1st. He anticipates more people joining and a possible change to an evening schedule as the project moves forward. The decision to start immediately with a small committee was made in order to maximize the timeline.

B. Building Committee Procedures-First Selectman's Building Committee Liaison Judy Ewing

Judy Ewing introduced herself as the liaison to the First Selectman's Office on building committees which she has been involved in for several years. She said building committees are using a procedures guide, the TBCSC, which is posted online. She noted that the procedures are posted online and recommended members pay special attention to quorums which can be found on page six.

C. Freedom of Information Act/Robert's Rules-Assistant Fairfield FOI Liaison Eileen Kennelly

Eileen Kennelly presented the FOI Act seminar for New Committees. Then, Ms. Kennelly presented Robert's Rules. Nick Aysseh asked about phoning in to meetings as he may be unable to make the next meeting. Mr. Tetreau explained that a special conference phone is used, in order for all parties and anyone attending from the public to hear clearly. Mr. Tetreau also stated that Skype has been used successfully by at least one town committee.

Members Harry Ackley and Jason Li and Sal Morabito discussed subcommittees, and that site visits are generally considered subcommittee meetings and properly noticed and recorded. Ms. Kennelly concluded her orientation of Robert's Rules and provided a model agenda to members.

D. Central Office Liaison Role/Educational Specifications/Reimbursement Process- Public School's Manager of Construction, Security & Safety Sal Morabito

Mr. Morabito discussed the Committee's Charge and the Ed Specs that were approved by the Board of Education on 1/12/16. Mr. Morabito went over the timeline, funding, and procedures for reimbursement in the handouts he had given the members. He also called the Committee's attention to a zoning hearing scheduled for 3/8/2016 on the portable classrooms, reminding the Committee to approve the plans for portables in due time as all parties are interested in having adequate time for portables to be in place for the September 1st school opening. Tom Quinn asked when the committee would have the plans in hand. Mr. Morabito had just picked the plans up from the architect, and copies were made and distributed to all members before the end of the meeting.

Mr. Ackley discussed placement of portables. Mr. Morabito and Principal Laura Cretella stated that the portables will be placed in a front area of the property which will not impact future construction. Mr. Quinn and Mr. Li asked about security for portables. Mr. Morabito stated that a fence and card key entry systems are included in the plan. Mr. Quinn requested that Mr. Morabito includes the Fire and Conservation Commissions as early in the process as possible to not delay the project.

E. Purchasing Department Role/Overview of Bidding Procedures-Phil Ryan, Purchasing Phil Ryan described the bid process. He informed the Committee that a short list of 14 architects has been established and is available online via a dropbox. In the interest of expediting the process, these 14 architects have already been on a walk-through of Holland Hill. Mr. Ryan went over the approved method of using a scoring matrix to select four architects from this list by the Committee then using the approved scoring matrix to make the final selection after each are physically presented to the Committee.

Joe Michelangelo asked whether specialty teams were hired separately, and the answer is that most specialty teams come with the architect with a few exceptions such as testing companies and possibly HazMat. Mr. Michelangelo asked about hiring a Construction Manager versus a General Contractor. Mr. Morabito stated that for projects above \$4 million it is the Town's practice to use a Construction Manager and an Owner's Rep. Mr. Quinn thanked Mr. Ryan and complimented the Purchasing Department for its history of working so well with building committees.

IV. Election of Officers

A. Nominations and Election of Chair-First Selectman Mike Tetreau

First Selectman Tetreau asked for nominations to elect a Chair. Mr. Ackley made a motion to elect Tom Quinn as Chair. Mr. Aysseh seconded the motion which carried 5-0-1, Mr. Quinn abstaining.

B. Nomination and Election of Vice Chair-Chair

Mr. Ackley made a motion to elect Mr. Li as Vice-Chair. Mr. Michelangelo seconded the motion which carried unanimously.

C. Nomination and Election of Secretary-Chair

Mr. Li made a motion to elect Mr. Ackley as Secretary. Mr. Aysseh seconded the motion which carried unanimously.

First Selectman Tetreau congratulated the newly elected officers. Mr. Tetreau left the meeting at 3:12 pm.

V. Approval of 2016 Meeting Schedule

Chairman Quinn proposed to adopt a meeting schedule of meeting Thursdays at 1:30 pm in Independence Hall's 2nd Floor Conference Room through April, after which meetings would change to a Thursday evening schedule and will be held at 7 pm at either the BOE Conference Room or at Holland Hill School. The Committee discussed dates for the year and decided to exclude Thursday 11/24 which is Thanksgiving.

The Committee agreed to meet on the following dates:

Thursday, March 10

Thursday, March 31

Thursday, April 7

Thursday, April 21

Thursday, May 5

Thursday, May 19

Thursday, June 2

Thursday, June 16

Thursday, June 30

Thursday July 7

Thursday, July 28

Thursday, August 11

Thursday, August 25

Thursday, September 8

Thursday, September 29

Thursday, October 13

Thursday, October 27

Thursday, November 10

Thursday, December 1

Thursday, December 15

Vice Chair Li made a motion to accept the 2016 meeting dates. Mr. Ackley seconded the motion which carried unanimously.

VI. Project Overview

A. Discuss RTM Approved Budget

Mr. Morabito explained that the HHBC has funding of \$1.24 million approved at this time which will take the project through to this summer and to the stage of completing the portables. His handout includes a fold out page with budget specifics, which includes the future costs of removing fencing and portables.

B. Preliminary Discussion of Project and Architect

The Committee discussed the importance of respecting the timeline to be ready for September 1st. Approving the bid for the portables and moving forward with selecting an architect were named as priorities with Chairman Quinn asking how soon plans for portables could be in the Committee's hands. Principal Cretella had the plans with her. Copies were then made for all members. A decision was made to schedule a special meeting for the four finalist architects' presentations at the BOE Conference Room, if it's available, due to the size of the conference room and the equipment available.

VII. Adjourn

Vice Chairman Li made a motion to adjourn the meeting at 3:42 pm. Mr. Aysseh seconded the motion which carried unanimously.

Respectfully submitted,

Nancy Gardiner
Recording Secretary