

Temporary Building Committee Project Review Committee
March 6, 2012
FINAL MINUTES

The meeting was opened at 8:04am by Chairman Michael Tetreau, First Selectman

Present: Michael Tetreau, David Title, Philip Dwyer and David Becker

Public: Four members were present

The First Selectman opened the meeting indicating that a quorum was not present, but that discussion would continue as no votes are anticipated. He outlined two primary issues for today's discussion:

1. The timing for review and approval of the annual Non-reoccurring Projects Capital Budget (formerly referred to in some reports as CIP Projects)
2. The question of whether "in-house" estimates, outside estimates (by architect, professional cost estimator or contractor) or firm bids should be sought and used during the review and approval process.

Proposed timing for review and approval of non-reoccurring projects: Following discussion, the group proposed that the full committee consider the following timetable for BOE projects related to NEW projects, i.e. those to be in BOE's capital budget booklet. There may be instances where a project needs to be considered, reviewed and approved on a different schedule:

	<u>Presentation</u>	<u>Voting</u>
Board of Education	September	October (BOE could vote in Nov as well, if they chose to)
Board of Selectman	December	January
Board of Finance	January	February
Representative Town Meeting	January (booklet)	February

State Reimbursement: Dr. Title reminded the group that projects (except roofing projects) seeking reimbursement from the State of Connecticut require that all town bodies have approved resolutions appropriating the full project budget, created a separate building committee (names can come later), plans and specifications and accepting the grant funds. These need to be done and submitted to the state by June 30th each year.

What projects qualify for which level of review: Mr. Tetreau reminded the group that a general guideline is:

Major Building projects requiring a Building Committee	\$ 1.0M plus budgets
Non Re-occurring Projects	\$ 100,000 to \$ 1.0M budgets
Maintenance projects included in Operating Budgets	\$ 100,000 or less

Building Committees: The group took note of the demands on volunteers to serve on all current and proposed building committees and how that might be addressed. Currently Building Committees (in various forms) exist for Penfield Pavilion, Stratfield ES, Fairfield Woods MS, Riverfield ES and are proposed for Fairfield Warde HS Roof, Osborn Hill ES windows, Ludlow HS windows, Ludlow HS renovations. In addition we have a Special Projects Building Committee and the Town Facilities Committee.

Bids vs. Estimates: Dr. Title reminded the group that currently the BOE relies on either in house estimates using past projects as a guide to future costs or by asking contractors to provide estimates on a gratis basis. Due to the size of the Riverfield ES

project the BOE did secure an architect to provide a second source of estimates for that project. However the budgets for building projects have not included the cost of professional cost estimators, especially for smaller projects.

The Committee considered the Capital Projects Budget book created by the BOE for 2012-13 Non-reoccurring projects was a great improvement over past years. It is hoped that the questions that surface this year will serve as a guidepost to improving future BOE Capital Projects budget booklets. Specifically the additional of a "Frequently Asked Questions" would be helpful.

Dr. Title left the meeting at 8:50am.

There was further conversation concerning the topic of which projects should or could be considered as operating budget expenses and which should be bonded. This requires further discussion by the full committee.

Public Comment:

1. Does the date of approval impact the process of bonding. Mr. Tetreau indicated the process is to approve a project, to use Bond Anticipation Notes (BANs) to build the project and then Bond the project once all costs are known. This process is not impacted by the specific date of project approval.
2. A citizen agreed with the difficulty in not burning out volunteers who are interested, qualified and willing to serve on building questions. In addition, the town should give consideration to hiring a full time Project Manager to oversee these major capital projects.
3. Most of the discussion has been about the construction process, but this committee should give equal consideration to the process and qualifications for hiring the architects-engineers for major projects as they have a major influence on a projects success.

Final Committee comments: Some projects have taken longer than others to move from the idea stage to initial consideration of the project and then move through the approval process, funding and construction. The committee needs to look at the causes and whether this time frame can be shortened.

The meeting adjourned at 9:25am.

Respectfully submitted,
Philip Dwyer