

First Selectman's Building Committee Process Review Committee
Thursday, June 14, 2012
Second Floor Conference Room – Independence Hall
725 Old Post Rd.
Fairfield, CT 06824

FINAL Meeting Minutes

Members present: Michael Tetreau, David Title, Philip Dwyer at 5:15pm. Jim Brown and David Becker joined at 5:30pm.

Members absent: Al Kelly, Hal Schwartz

Public: Judy Ewing, Ken Lee and Charlotte Leslie

I. Call to Order:

The meeting was called to order at 5:15pm by Chairman Michael Tetreau, First Selectman.

II. Review of committee tasks

While waiting for a quorum First Selectman Michael Tetreau reviewed the initial tasks of the committee, which included:

- a. How best to use the Town Facilities Committee for review of projects. It was determined this volunteer group should focus on town side projects and they would not review Board of Education projects. It was also determined that projects assigned to the TFC should be done through the First Selectman's office.
- b. Review process for CIP projects. The initial review and approval schedule for BOE projects was discussed at the March 6, 2012 meeting. This fall the committee will review the process to be used for town side projects.
- c. Review the overall Building Review and approval process for larger bonded projects (over \$1,000,000)

III. Approve Minutes

Upon arrival of additional members, a quorum was announced and the committee officially convened. The minutes of the March 6th meeting had been distributed in advance and, on motion of David Title and David Becker, they were unanimously approved, with a clarification that the proposed schedule for BOE projects related to NEW projects, i.e. those to be in the BOE's capital budget booklet. There may be instances where a project needs to be considered, reviewed and approved on a different schedule.

IV. Discuss Building Committee Process

- a. CIP process for Board of Education: After discussion it was agreed the schedule proposed in the March 6th minutes for BOE projects would be reviewed with the RTM, BOE, BOS and BOE. The members present felt the schedule would be favorably considered by all groups and that the BOE should plan accordingly. Dr.

- Title indicated the BOE's goal was to receive clear timing and guidelines so information can be provided and a timely review of projects is accomplished.
- b. Michael Tetreau asked Dr. Title if, for the next meeting, he could lay out the 7 – 12 steps needed to give overall review and approval for BOE projects, including those needed to obtain state approval of BOE projects and thus earn state reimbursement. Dr. Title will come to the next meeting with this outline.
 - c. Dr. Title indicated he anticipated fewer projects for the 2012-2013 budget year and that he would try to incorporate some of them in the BOE's annual operating budget.
 - d. Volunteer Building Committees:
 1. The committee noted how impressed they were with the Warde Roof Committee. Mr. Tetreau said they received the same orientation as was provided the Riverfield Building Committee.
 2. David Becker indicated more conversation needs to take place on how best to recruit volunteers for these committees.
 3. Further conversation needs to take place on the question of whether projects should be moved forward for approval with staff generated cost projections or firm bids or professional estimates. The Board of Finance has discussed this issue in the past.

V. Next Meeting topics

- a. Review the role of the TFC at the next meeting
- b. Be educated on the process for review and approval of BOE projects, including state reimbursement timeframes.
- c. Review process for town side projects
- d. Review how the above processes might be impacted by emergency circumstances.

Public Comment

Can the Osborn Hill school project be moved faster due to concerns on health issues: Mr. Tetreau indicated this committee is dealing with process and not individual project issues. But that how to fast track projects, as may be required, is a topic for consideration.

What is role of TFC: Members of the TFC are on various project committees. This will be further discussed. Ms. Ewing indicated she had prepared a history of the TFC for her advance degree work.

Respectfully submitted,

Phil Dwyer

