

**First Selectman's Building Committee Process Review Committee
Monday December 10, 2012**

5 pm

Second Floor Conference Room – Independence Hall

725 Old Post Rd.

Fairfield, CT 06824

DRAFT Meeting Minutes

Members present: Michael Tetreau, David Title, Philip Dwyer, Joe Palmer (replacing David Becker), Hal Schwartz, Jim Brown (arrived 5:29 pm), Tim Kery

Members absent: Al Kelly

Others Present: Judy Ewing

I. Call to Order:

The meeting was called to order at 5:10 pm by Chairman Michael Tetreau, First Selectman.

II. Approve Minutes

After review, Hal Schwartz made a motion to approve the minutes of August 22, 2012. Dr. Title seconded the motion which carried unanimously.

III. Updates

- Joe Palmer is represented the RTM at this meeting, replacing David Becker on a temporary basis.
- Tim Kery is replacing Philip Dwyer as the BOE representative, since Mr. Dwyer is now BOE Chair.
- Since Mr. Dwyer was secretary, this position will have to be filled.
- Summary of current actions by First Selectman Tetreau:
 - Discussed involvement of TFC, but deferred full discussion until that body could be included in discussions.
 - The TFC was over-loaded with projects and it was decided that they no longer should review BOE projects unless asked by the BOS.
 - Decided on the process of non-recurring projects to be reviewed by the RTM prior to the operational budget review.
 - We are completing the review process for major BOE projects, especially those in which we seek state reimbursement.

IV. CIP Process for Board of Education

- Dr. Title reviewed the handout that was previously emailed to the Committee that outlined the steps required to approve BOE projects at the local level, and those steps required for State reimbursement.
- Adjustments were made to the document after our August discussion and an Appendix was added that outlined the source of state statutes governing the process and the three official

- resolutions required by the state in order to begin the state approval process for reimbursement.
- By example, it was noted the Fairfield Woods project is not quite in the Project Closeout phase, but getting close (pg 5). Mr. Tetreau indicated that the Riverfield Project Building Committee and Fairfield Warde HS Roof Project Building Committee both were orientated using a new process.
 - Dr. Title reminded the group that all three required resolutions must be passed, but frequently show up on a single page, and may appear as a single resolution, but in fact are three separate resolutions.
 - In response to Hal Schwartz's question, Mr. Tetreau indicated a similar document does not yet exist for town projects, but could be developed.
 - It was agreed that this document will be distributed to the BOS, BOF and RTM for information and comment.
 - Dr. Title mentioned that Riverfield, Fairfield Ludlow HS window project, Osborn Hill School window replacement and gym remediation (PCB's) project, Fairfield Ludlow HS expansion project, and Sherman Phase III project are on the horizon, but necessarily in that order. The Riverfield project will be presented to the BOS on December 19th, based on current schedules.

V. Discuss Other issues

- a. **Penfield:** FEMA reimbursement will be sought. An engineer is being hired to put plans together, but it is not expected the building has to be torn down. It has not yet been determined if a building committee is needed, as it will depend on the engineers assessment of how much work is required. There was damage to the footings that probably will require longer pilings.
- b. **Special Projects Standing Building Committee:** Phase II of Sherman School is nearing completion and this Committee is ready for their next assignment. Mr. Tetreau indicated some clarity is needed for the purpose of this group, especially around the size of project and length of project timetable that should be assigned.
- c. **Town Facilities Committee:** With the exception of a small review of the Fairfield Woods Public Library, this group doesn't have a project. New members have been recruited, but with Mr. Kelly's resignation, there is one vacancy for a permanent member and one vacancy for an alternate. Mr. Tetreau thinks this group should be maintained and is good for projects up to \$ 3 million.
- d. **BOE Non-Recurring projects:** Dr. Title mentioned that the \$ 2 million for these size projects will not be required for the 2013-14 year, due to our project schedule, but will be requested in the 2014-15 fiscal year.
- e. **Town Non-Recurring projects:** Early review of the town-side non-recurring projects is still anticipated, but is slightly behind schedule. All agreed the early review was helpful and the BOE's booklet answering 14 questions was especially helpful.
- f. **BOE State Reimbursement decision making process:** Tim Kery suggested it might be helpful to clarify the process used to determine if seeking state reimbursement for certain projects is in the best interest of the town.

VI.

Public Comment

There were no comments from the public.

The next meeting will be at the call of the Chair

VII. Adjourn

The Committee adjourned at 6:15 pm.

Respectfully submitted,

Phil Dwyer