

RIVERFIELD SCHOOL BUILDING COMMITTEE MINUTES

Regular Business Meeting
Tuesday, January 28, 2014
7:30 PM
Riverfield School Library

Attendance

Present Committee Members: Thomas Quinn, Chairman; Christine Messina, Vice Chairman; Lawrence Ratner, Secretary; Harry Ackley; Dan Graziadei; Maureen Sawyer; John Shaffer; Scott Thompson

Absent Committee Members: Bill McDonald

Also Present: George Katinger, Kenneth Boroson Architects; Dave Rojas, Strategic Building Solutions; Peter Adamowicz, Gilbane Building Company; Richard Camara, Consulting Engineering Services; Sal Morabito, Manager of Construction, Security and Safety for FPS; Twig Holland, Director of Purchasing, Town of Fairfield; Brenda Anziano, Riverfield School Principal; Judy Ewing, Liaison from the Office of the First Selectman; and two members of the public.

1) CALL TO ORDER

The meeting was called to order by Chairman Thomas Quinn at 7:30PM.

2) PLEDGE OF ALLEGIANCE

3) APPROVE PRIOR MINUTES 1/14/2014

Minutes approved as written.

4) APPROVE INVOICES

Ms. Sawyer stated the committee increased the scope of work required from Fredrick P. Clark Associates.

Motion made by Ms. Sawyer

To approve an additional \$880.25 for the traffic study review, and related report findings prepared by Fredrick P. Clark Associates, Inc.

Motion seconded by Mr. Thompson. **Motion carried 8:0:0.**

Motion made by Maureen Sawyer

To approve the following invoices:

Payer Service	Invoice Date / Invoice #	Amount
Frederick P. Clark Associates, Inc. Professional Services	January 24, 2014 000858	\$1726.08
Van Zelm Engineers Professional Services	December 11, 2013 0039226	\$2,850.00
Strategic Building Solutions Professional Services	October 28, 2013 11486	\$12,394.00
Strategic Building Solutions Professional Services	November 25, 2013 11620	\$12,315.00
Strategic Building Solutions Professional Services	December 30, 2013 11751	\$11,974.00
John Fallon, ESQ. Professional Services	January 22, 2014	\$2,565.00

Motion seconded by Scott Thompson. **Motion carried 8:0:0.**

5) CURRENT REVIEW OF TIMING/PROCESS

Mr. Quinn outlined the key project activity of the next few weeks. The project will be presented at the BOE meeting on January 30, 2014 for approval. The approvals of the RSBC and the BOE are needed before going before the state Office of School Facilities (OSF) on February 18, 2014 for the Plan Completion Test (PCT).

Mr. Quinn asked Mr. Katinger to explain the review and acceptance process of a PCT. We submit all drawing, specs, and documents, they comment, we address the comments and resubmit. Upon accepting the project for review, by statute, they have 30 days to complete the review. The OSF has been so busy and understaffed they rarely complete the review within 30 days. If the process exceeds the 30 days, legislature provides for municipalities to seek a local review. Upon review completion the project can go out to bid.

In reply to Mr. Thompson's question Mr. Katinger stated it's unlikely the review will be complete in 30 days.

Mr. Rojas stated he is working on lining up possible private reviewers.

In reply to Ms. Messina, Ms. Holland estimated the cost of using a local reviewer at \$10-\$30K depending on the project's complexity.

Mr. Quinn also reviewed recent project activity. Mr. John Fallon is addressing conservation requests. The code review hearing with the town went well. There was a meeting with Mr. Bill Kessler, Fire Marshal regarding egress and safety.

Mr. Quinn had handouts available at the meeting including:

- The agenda

- A memo to the BOE confirming the presentation to the BOE on January 30, 2014

- A Final Budget Summary by SBS

- Project Alternates (Adds and Deducts)

- And Architectural drawings by KBA

- 2014 Schedule of RSBC Meetings

Mr. Katinger reviewed the presentation to be presented to the BOE.

6) REVIEW AND APPROVE FINAL BUDGET

Mr. Quinn reviewed the Final Budget Summary showing the Revised Gilbane total to be \$14,485.80.

Regarding a clean energy initiative, Mr. Thompson received confirmation there will be an electric vehicle charging area and fuel efficient parking spaces included in the base documents.

Motion made by Mr. Ratner:

- To approve the Plan and Budget and Specifications as presented.

Motion seconded by Mr. Ackley. **Motion carried 8:0:0.**

7) REVIEW AND APPROVE FINAL ALTERNATE LIST

The Project Alternates document lists \$1,053,811 in total add alternates, and \$101,000 deducts to choose depending where the bids come in.

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8) PUBLIC COMMENT

Elisabeth Yankasy, 61 Lakeside Drive asked for clarification on the parking lot near Brookside Drive, which Mr. Katinger explained will essentially remain the same. In response to Ms. Yankasy's request, Mr. Quinn provided meeting minutes from the January 24, 2014 meeting. To another question, Mr. Quinn stated the project is scheduled to be completed September 2015.

Barbara Bitman, 79 Lakeside Drive asked for further detail on the parking lots. Mr. Katinger explained with additional details. Ms. Bitman also received clarification on the construction truck activity. Ms. Bitman stated the meeting schedule was not on the town calendar; Mr. Quinn provided a copy of the schedule of meetings.

9) ADJOURN/MEETING SCHEDULE

Motion made by Mr. Ackley to adjourn the meeting.

Motion seconded by Ms. Messina. **Motion carried 8:0:0.**

Mr. Quinn adjourned the meeting at 8:05PM

Respectfully Submitted,

Kathleen C. Grande
Recording Secretary

These minutes are subject to review, correction and approval by the Riverfield School Building Committee