

**RIVERFIELD SCHOOL BUILDING COMMITTEE**

**Thursday, March 22, 2012**

**7:30 p.m.**

**First Floor Conference Room**

**Independence Hall**

**725 Old Post Road**

**Fairfield, CT 06824**

**FINAL MINUTES**

Members Present: Christine Messina, Tom Quinn, Lawrence Ratner, Maureen Sawyer, John Shaffer, Scott Thompson

Members Absent: Dan Graziadei

Others Present: Mike Tetreau, Cristin McCarthy Vahey, Tom Cullen, Dorothy Domeika, Sal Morabito, Judy Ewing, Eileen Kennelly, Caitlin Bossse, Twig Holland, Paul Toaso, Don and Charlotte Leslie, Pam Iacono and three parents

**I. Call to Order-First Selectman Michael Tetreau**

First Selectman Mike Tetreau called the meeting to order at 7:30 pm. Members and the audience said the pledge of allegiance.

**II. Organizational Matters**

**A. Introductions and Charge-First Selectman Michael Tetreau**

First Selectman Tetreau recommended the Committee hire an owner's rep to help keep the project on budget and on schedule. First Selectman Tetreau said the BOS approved two additional members-Dorothy Domeika and Harry Ackley who need RTM approval. The First Selectman said he's not sure the Committee will have 11 members. First Selectman Tetreau noted that BOE Chair Pam Iacono is serving as liaison to the Committee and he suggested that liaisons sit at the table to speak even though they cannot vote. First Selectman Tetreau said there may be a RTM liaison. He stressed it is important to follow FOI and Robert's Rules. First Selectman Tetreau said that while the Committee has a lot of statutory authority and autonomy, there are resources and staff available to assist the Committee and to let him know directly if they need anything. He then read the Committee's Charge. He said he and staff will help the Committee prepare presentations for funding to town bodies. The Committee can only spend what town bodies authorize it to spend. First Selectman Tetreau said the 2007 TBCSC report was based on TMS, the two high schools, McKinley, and Burr's experiences and some report items are suggestions.

**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 told members to call or email at 255-6243 or [jeewing@msn.com](mailto:jeewing@msn.com). Mrs. Ewing spoke briefly about the 2007 TBCSC report and pointed out Exhibit K 1-3. She said the Committee can go back to the BOS to request changing the Charge or go to the BOE for clarification or a revision of the Ed Specs. Mrs. Ewing said four members constitute a quorum for this Committee.

She recommends forming an executive officer's subcommittee made up of the Chair, Vice-Chair and Secretary to allow them to approve up to a certain amount of funding in between regular meetings so the work can continue and not get delayed.

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

Eileen Kennelly gave the members a handout on FOI and Robert's Rules. Ms. Kennelly explained that FOI involves public participation and records of meetings and materials should be available to the public. She said if four or more members meet up outside of a Committee meeting then it is a quorum and they cannot discuss meeting business. Emails on meeting items are regarded as an illegal meeting. Emailing an agenda is fine or if the Chair sends information to members, that is fine also. Ms. Kennelly said there are three types of meetings: regular, special and emergency. Any meeting not approved on the 2012 meeting schedule is considered special meetings; special minutes cannot be discussed nor can any new item be added to a Special Meeting agenda. Emergency meetings occur rarely. The Chair or Secretary sends agenda to the Town Clerk and must do so 24 hours before a meeting, although the sooner it's sent it can be posted on the Town's website for the public. Minutes of regular meetings, special meetings and subcommittee meetings have to be sent to the Town Clerk seven days after a meeting is held. Any votes taken have to be submitted to the Town Clerk within 72 hours of the meeting or be made available at the agency that oversees the Committee. Ms. Kennelly discussed private executive sessions in which only members and an invited expert can attend. The reason for having a private executive session has to be noted on the agenda. There needs to be a two-thirds vote to enter into executive session. After an executive session has ended, the Committee votes in public (or indicates no action was taken in front of the public). Ms. Kennelly discussed which documents are except to the public. The public has the right to complain to the FOI Commission. Ms. Kennelly again stressed not emailing members about business before the body and to never vote by email. If a member cannot attend a meeting, he or she can participate by conference call.

Ms. Kennelly then discussed Robert's Rules of Order. All actions are taken by a motion and the motion is seconded. If no one seconds a motion, the item is not taken up. Amendments are allowed, but no motioned amendment can be made more than twice. If an item is not on a regular agenda, members can add a new item with a two-thirds vote. Members can postpone an item to a date certain, which is usually the next meeting, or table an agenda item to a later part of the meeting. Members can motion to reconsider an item at the same meeting a motion is made and it has to be motioned by the winning side; two-thirds is needed to close the debate. Ms. Kennelly said to contact her if the Committee needs anything. Her number is 256-3189 and her email is [ekennelly@town.fairfield.ct.us](mailto:ekennelly@town.fairfield.ct.us).

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

Sal Morabito gave the Committee a handout on a grant application submission checklist to the Bureau of School Facilities. He said he is the Central Office liaison and staff for the BOE. He briefly discussed the Ed Specs. Mr. Morabito files with BSF for reimbursement. After the Charge, Ed Specs and funding for the project is sent to the State, the project receives a permanent job number.

After the design, the State reviews construction documents; the Committee and BOE approve drawings that are submitted to the State. Mr. Morabito said items are ineligible for reimbursement like repairs while other items are eligible. The state requires change orders from every sub-contractor. The final filing with the State occurs toward the close-out of the project. An audit takes place about a year after the physical job is complete.

E. Purchasing Department Role/Overview of Bidding Procedures-Purchasing Director Twig Holland

Twig Holland gave the Committee a handout on functions for each of the services involved. Her department helps hire an architect, construction manager (CM), owner's rep (OR) and all consultants that are needed. An RFP is needed in the first few meetings for the architect and owner's rep which are performed at the same time; then there's a bid for the CM. Ms. Holland said the OR represents the Committee, coordinates the work of the architect and CM, watches the schedule, tracks potential change orders and does real-time financial reporting. The Architect designs the building to meet the Ed Specs and assists Mr. Morabito in providing with information to the State for reimbursement; the CM manages the construction and schedule for the building. The Commissioning Agent is part of a list of "Other Consulting Services" and ensures the building systems are correctly designed and that all mechanical equipment operates as designed and specified. Ms. Holland mentioned some of the schools that had an OR and explained that Stratfield and FWMS did not have an OR because of cost reasons. She strongly encourages the Committee hire an OR which is a reimbursable cost. Ms. Holland said the law requires an independent commissioning agent who doesn't work for the architect or for the construction manager.

F. Finance Department Role-Controller Caitlin Bosse

Caitlin Bosse said she was representing the Fiscal Officer who was not available to attend the meeting. She said the Finance Department is the last step in the payment process. Ms. Holland is the conduit between the Committee and getting checks from Finance.

G. Summary-First Selectman Michael Tetreau

Ms. Iacono noted that the BOE is different from Central Office. The BOE has the final say on Ed Specs so if they can't be met, the Committee should go before the BOE to consider an amendment.

III. Election of Officers

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

First Selectman Tetreau asked for nominations to elect a Chair. Lawrence Ratner made a motion to elect Tom Quinn Chair. Christine Messina seconded the motion which carried 5-0-1, Mr. Quinn abstaining.

B. Nomination and Election of Vice Chair-Chair

Mr. Quinn made a motion to elect Ms. Messina as Vice-Chair. Scott Thompson seconded the motion which carried 5-0-1, Ms. Messina abstaining.

C. Nomination and Election of Secretary-Chair

Mr. Quinn made a motion to elect Mr. Ratner Secretary. Maureen Sawyer seconded the motion which carried 5-0-1, Mr. Ratner abstaining.

IV. Approval of 2012 Meeting Schedule

Mr. Quinn read the list of dates for 2012 which will all take place at 7:30 pm at Independence Hall: 3/27, 4/24, 5/1, 5/15, 5/29, 6/19, 7/10, 7/24, 8/7, 9/4, 10/2, 10/30, 11/13, 12/4. Mr. Thompson made a motion to approve the 2012 meeting schedule. Ms. Sawyer seconded the motion which carried unanimously.

First Selectman Tetreau suggested the Committee tour the school at its next meeting. Mr. Quinn will hold a special meeting for a tour during the day.

V. Adjourn

John Shaffer made a motion to adjourn the meeting at 8:45 pm. Ms. Sawyer seconded the motion which carried unanimously.

Respectfully submitted,

Jennifer S. Carpenter  
Recording Secretary