

**RIVERFIELD SCHOOL BUILDING COMMITTEE  
MINUTES OF REGULAR MEETING  
May 29, 2012**

**FINAL MINUTES**

The Regular Meeting of the Riverfield School Building Committee was held on Tuesday, May 29, 2012 at 7:30 p.m. in the All Purpose Room, Riverfield School, 1625 Mill Plain Road, Fairfield, Connecticut.

**MEMBERS PRESENT**

Harry Ackley (7:40), Dorothy Domeika, Dan Graziadei, Christine Messina, Tom Quinn, Lawrence Ratner, Maureen Sawyer, John Shaffer, Scott Thompson

**MEMBERS ABSENT**

None

**ALSO PRESENT**

Kristen McCarthy-Vahey, Board of Selectmen (7:50)  
Judy Ewing, Liaison for the First Selectmen  
Twig Holland, Director of Purchasing, Town of Fairfield  
Sal Morabito, Manager Construction/Security/Safety, Board of Education  
Pamela Iacono, Chairman, Board of Education  
Donald Leslie, Charlotte Leslie, Linda Felner, neighbors

**ACTION TAKEN:**

1. Approved the minutes of the Riverfield School Building Committee Meeting of May 15, 2012.
2. Accept the results of the Architecture Firm Preliminary Selection matrix with the following four firms being selected: Antinozzi, Kenneth Boronsen, Fletcher Thompson, Newman.
3. Approved to request full reference check information be given to Committee members in advance of presentations on June 19, 2012.
4. Approved to request members to provide their questions via email to Mr. Ratner prior to the June 19<sup>th</sup> meeting so that Mr. Ratner can compile them and provide a complete list to the Committee members at the start of the meeting scheduled for June 19, 2012.

**AGENDA**

1) CALL TO ORDER

Chairman Quinn called the meeting to order at 7:30 pm.

2) PLEDGE OF ALLEGIANCE

3) APPROVE MINUTES OF MEETING OF MAY 15, 2012

**The Minutes of the Meeting of May 15, 2012 were approved unanimously.**

4) DISCUSS, VOTE ON POTENTIAL ARCHITECTS RESULTING IN A SHORT LIST OF FOUR CANDIDATES

Mr. Ratner distributed and reviewed the Architecture Firm Preliminary Selection matrix results. Mr. Ratner stated that the top four firms were Antinozzi, Kenneth Boronsen, Fletcher Thompson, and Newman.

Twig Holland, in response to questions from the Committee about possibly selecting 5 firms for interviews, stated that 4 firms constitutes the short list and, although it is possible to have more firms interviewed, in her experience more firms require multiple evening interviews and it doesn't help in the end.

**Mr. Ratner moved and Mrs. Domeika seconded to accept the results of the Architecture Firm Preliminary Selection matrix with the following four firms being selected: Antinozzi, Kenneth Boronsen, Fletcher Thompson, Newman.**

**Motion carried unanimously.**

Mr. Ackley arrived at the meeting at this time.

5) NEW BUSINESS

Chairman Quinn reminded everyone that the meeting scheduled for June 19, 2012 would begin at 5:30 and, due to Ms. Sawyer not being present, no decision could be made that evening. Mr. Quinn stated that the interviews would be taped by Fair TV and Ms. Sawyer will watch the recording of the meeting. Mr. Quinn suggested that the decision on the architect could be made at the July 10, 2012 meeting. Mr. Quinn also informed the Committee that an architect walk through of the building would be held on June 5, 2012.

Ms. Holland explained that the interview meeting will consist of each firm making a 30 minute presentation followed by a 20 minute question and answer session from the Committee. Ms. Holland explained that another scoring matrix will be distributed that evening before the interviews begin and scoring will be completed that evening, with the exception of Ms. Sawyer. Ms. Holland also stated that fee proposals will be presented that evening as well as references but this will be done after the presentations have been completed as per requirements.

Ms. Holland also noted that the walk through on June 5, 2012 is not a publicly noticed meeting so, according to FOI rules, this Committee cannot have a quorum attend the walk through without having a secretary present to take and post minutes with the Town Clerk.

A discussion on the short list selection procedure followed and it was noted by several members of the Committee that relevant information is not shared with the Committee prior to making the short list decision.

Ms. Iacono stated that, in her opinion, she has major issues with the process and how it is done. Ms. Iacono stated that she feels references should be checked for all bidders and if that requires additional staffing to accomplish, then additional staff should be made available and it should be done.

Discussion followed on procedures to be used the evening of the interviews.

6) PUBLIC COMMENT

Judy Ewing, Liaison for the First Selectman

Has the Committee discussed questions to be asked of each presenter? This has been done on other building committees and it has apparently worked well.

Ms. Holland offered to include a list of potential questions to be asked of the presenters in their packets that will be distributed the evening of the interviews if the Committee chooses to create a list.

Ms. Ewing encouraged the Committee to use the expertise and professional experience of Ms. Holland throughout this process since Ms. Holland has a great deal of experience in these matters.

Kristen McCarthy-Vahey, Board of Selectmen

She stated that she felt some valid points had been made in the discussion and, in her opinion, it would be worthwhile to consider questions to be asked that evening.

Ms. McCarthy-Vahey stated that change orders are a big issue and cost factor. Ms. McCarthy-Vahey suggested that it might be a good idea to have some questions about actual data on change orders from prior projects that the presenters have completed.

Charlotte Leslie, 160 Hunter Road, Fairfield.

Mrs. Leslie offered to supply the Committee with the questions that were used for the Stratfield School project interviews if this Committee would like to see them.

Donald Leslie, 160 Hunter Road, Fairfield

Mr. Leslie asked the Committee to look carefully at the renderings presented by the firms at the interview meeting and make sure that the drawings meet the expectations of what this Committee envisions the renovated building will look like when completed. Ms. Leslie stated that his experience with McKinley is the reason for his comment as that school does not fit in with the neighborhood where it is located.

Linda Felner, former member of the High School Building Committee and the Middle School Building Committee

Ms. Felner stated that she has also felt the frustration that Mr. Ackley expressed. Ms. Felner stated that this can be a frustrating process and many issues arise that cannot be addressed due to the fact that they are not specified in the Ed Spec.

A lengthy discussion on possible questions to be asked followed.

Mr. Ackley stated that, in his experience, the architect will be the driving force for the project and it is the architect who ultimately controls the volume of change orders in a project. Mr. Ackley also stated that the Educational Specifications run every project but, in his experience serving on building committees, some things that may need to be done are not in the Ed Spec so they cannot be done e.g. boilers that may need to be replaced within the next 5 years, pillars that are rotting and will not last another 10 years, roof work, etc. Mr. Ackley stated that, in his opinion, while the Ed Spec is the primary scope of the project, it is important that any issues that are outside the scope of the Education Spec need to be clearly communicated back to the BOE and BOS for potential addition to the project scope. It was agreed that the members of the Committee would send any ideas for possible questions to be asked of the presenters to Mr. Ratner and he will compile a comprehensive list to be distributed the evening of the presentations.

Ms. Holland informed the Committee that she has an extensive list of questions that she asks during her reference check process for the short list firms. Ms. Holland stated that the information requested tonight is part of that reference check process that her staff performs. Ms. Holland stated that, to her knowledge,

there is no legal reason not to provide reference check information before the architect selection but it is Ms. Holland's concern that it causes bias.

Ms. Iacono stated that it might be good to have the reference check information before a decision is made so that the firms are able to refute something said in the reference check process.

In response to a question from the Committee, Chairman Quinn stated that this project will have an owner's Rep.

**Mr. Thompson moved and Mr. Ackley seconded to request full reference check information be given to Committee members in advance of presentations on June 19, 2012.**

**Motion carried with a vote of 5 yeas, 4 nays (Graziadei, Ratner, Sawyer, Shaffer), 0 abstentions.**

**Mr. Thompson moved and Ms. Sawyer seconded to request members to provide their questions via email to Mr. Ratner prior to the June 19<sup>th</sup> meeting so that Mr. Ratner can compile them and provide a complete list to the Committee members at the start of the meeting scheduled for June 19, 2012.**

**Motion carried unanimously.**

## 7) ADJOURN

On a motion made by Mr. Ratner and seconded by Ms. Domeika, the meeting was adjourned at 9:15 P.M.