

RIVERFIELD SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING
July 16, 2013

A meeting of the Riverfield School Building Committee was held on Tuesday, July 16, 2013 at 7:00 pm in the Riverfield School Library Media Center.

Attendance

Present Committee Members: Thomas Quinn, Chairman; Christine Messina, Vice Chairman; Lawrence Ratner, Secretary; Bill McDonald (new); John Shaffer; Maureen Sawyer

Absent Committee Members: Harry Ackley; Dan Graziadei; Scott Thompson; Pamela Iacono, BOE Liaison and Nick Mirabile, RTM Liaison

Also Present: Kenneth Boroson and George Katinger, Kenneth Boroson Architects; Peter Manning, Gilbane Building Company; Marc Sklenka; Strategic Building Solutions; Sal Morabito, Manager of Construction, Security and Safety for FPS; Phil Ryan, Buyer for Town of Fairfield; Judy Ewing, Liaison from the office of the First Selectman

1. CALL TO ORDER

The meeting was called to order by Chairman Thomas Quinn at 7:00pm. Several handouts were distributed and available for meeting attendees.

2. PLEDGE OF ALLEGIANCE

3. STATUS UPDATE –CHAIRMAN (INTRODUCE NEW COMMITTEE MEMBER)

Mr. Quinn introduced Mr. McDonald who is replacing Dorothy Domeika who has moved to Florida. Mr. McDonald has been selected by the BOS and is awaiting confirmation by the RTM at their next meeting currently scheduled to be in September. Mr. McDonald will not have voting privileges until he is confirmed. Mr. McDonald spoke briefly about his previous work which includes experience in purchasing management, customer service management and construction.

4. INVOICES/BILLINGS

Motion made by Maureen Sawyer:

To pay Kenneth Boroson Architects for additional meetings and designs.

Invoice #2968 dated 06/26/2013 in the amount of \$16,137.00.

Motion seconded by John Shaffer

Discussion: Mr. Ratner asked if the changes and multiple design iterations have put the project over budget. Mr. Boroson indicated they have not and Mr. Quinn confirmed the

***project budget is in good shape. Mr. Quinn learned from Ms. Twig Holland the project has committed \$223,000 of the \$250,000 allocated for the initial portion of the project. Ms. Messina asked if going forward “don’t we move off the 250” and Ms. Sawyer also asked if future invoices will be billed against the next (design) part of the budget. Consensus was future bills will “go in the next bucket.”
Motion carried 5:0:0***

***Motion made by Maureen Sawyer:
To pay Gilbane Building Co. for pre-construction phase services.
Invoice #2 dated 07/15/2013 in the amount of \$5449.60.
Motion seconded by Lawrence Ratner
Motion carried 5:0:0***

5. OPERATIONAL PLANNING – MARK SKLENKA/KEN BOROSON/PETER MANNING

Mr. Quinn complemented everyone in the room for all their work resulting in a unanimous vote from the RTM to fund the project. A couple RTM members told Mr. Quinn they had not before seen such an in-depth project presentation, and thanked him for it.

Mr. Quinn met last week with Mr. Sklenka, Mr. Manning, Ms. Messina and KBA to start the operational planning and discuss the schedule. Mr. Sklenka distributed and reviewed a (draft) chart titled “Project Schedule-Single Phase Bid/Construction” which SBS developed after discussions with KBA and Gilbane. Having passed the first major milestone (getting approval of funding) the chart lays out how to get to the next major milestone (occupancy). Nine to ten months are estimated for design; three months for bidding and contract; and thirteen months for construction to allow for occupancy on September 1, 2015.

Mr. Sklenka stated Mr. Katinger created a detailed design phase schedule (more appropriate for industry professionals) from which SBS created a second document titled “Design, Bidding & Construction Phases Milestone schedule – Single Phase Bidding/Construction” which shows dates assigned to milestones. This document is also “DRAFT” so the dates may change. In response to Mr. Quinn’s question about who is responsible for the completion of the milestones, Mr. Sklenka stated it is usually a collaborative effort, but SBS is ultimately responsible for keeping the project on schedule and meeting all deliverables. More dates, like additional meetings, may be added.

Mr. Ratner asked “What on this list are critical path milestones?” Mr. Sklenka stated getting before the state for the Plan Completion Test-BSF is key. Ms. Sawyer also noted usually to get before the appropriate town board you need to get on the docket two months prior. Mr. Katinger is setting up a meeting with Jim Wendt, the Assistant Planning Director for the Town.

Mr. Sklenka stated another key step is figuring out what can be done in the building next summer and adjusting the schedule to give Mr. Manning enough time to get the appropriate materials on site. Mr. Sklenka, Mr. Manning, and Mr. Boroson's office have been trying to set up a meeting to determine this and Mr. Quinn requested Mr. Morabito be involved. Ms. Sawyer stated school is currently scheduled to begin summer recess around June 14, 2014.

6. CHANGE ORDER COMMITTEE/ LIMITS

Mr. Quinn stated Ms. Messina is the chairperson for The Change Order Committee and asked Ms. Sawyer to be a member. Mr. Quinn is the third member. Initially it was proposed:

The Change Order Committee chair can approve a change order up to \$1500 and

The Change Order Committee can approve a change order up to \$25,000.

Mr. Manning stated the purpose of a change order committee is to drive the project schedule. He thought the \$1500 was a little low. A discussion followed with \$5000 being considered as the amount the chair may approve. There was concern about many smaller changes in a short time frame. Mr. Sklenka described a "Construction Change Directive" and the two options: time and materials or lump sum (up to a given amount). Mr. Ratner asked who has authority to approve costs in excess of \$25,000. Mr. Quinn replied Ms. Holland and himself. No decision was reached on dollar limits and the committee will continue this discussion at the next meeting after Mr. Quinn talks with Ms. Holland.

7. STATUS REPORT LIFE CYCLE – SCOTT THOMPSON

Mr. Thompson and Mr. Quinn met with KBA and went over eco-friendly building options recommended by Mr. Thompson. Mr. Quinn referenced the document prepared by KBA titled "Detailed Design Options for Payback Cost Analysis". It includes meeting minutes, a discussion of each eco-friendly item and the outcome of the discussion presented in a spreadsheet. The spreadsheet categorizes each item as being "Planned for Inclusion (A)", "Further Cost Analysis & Decision (B)" or "Screened Out(C)". Many of the (A) items are automatically included in contracts and many of the (C) items were screened out of this project due to their high price tags.

Mr. Katinger described LEED (Leadership in Energy Efficient Design) and the Connecticut High Performance Building Code. The code has requirements and compliance is reviewed during the "Plan Completion Test" by the BSF (Bureau of School Facilities). It is difficult to build LEED-gold equivalent when renovating some buildings. This building is expected to be LEED-silver equivalent given the budget and the current state of the building (using current boiler, roof, and glass).

8. NEW OR GENERAL BUSINESS (FUTURE MEETING SCHEDULE)

A schedule of the future meetings was distributed and all meeting remain as posted [here](#) on the town calendar.

9. PUBLIC COMMENTS

Ms. Ewing stated it was customary to hire an attorney for the part of the project dealing with the town zoning and conservation and mentioned Mr. John Fallon has been hired by past committees with which she has worked. Mr. Quinn stated a Riverfield father had also volunteered his services. Mr. Quinn will follow up.

Ms. Ewing reminded the committee that sub-committees must also notice their meetings for public information.

10. ADJOURNMENT

Mr. Quinn thanked everyone and adjourned the meeting at 8:45pm.

Respectfully Submitted,

Kathleen C. Grande
Recording Secretary