

OSBORN HILL SCHOOL BUILDING COMMITTEE MEETING

May 22, 2014

7:00 p.m.

First Floor Conference Room

Independence Hall

725 Old Post Road

Fairfield, CT 06824

FINAL MINUTES

Members Present: Kim Marshall, Chair, Bret Bader, William Dunn, Steve White

Members Absent: Susan Cardona

Others Present: Sal Morabito, Bill Silver (Silver/Petrucci), Judy Ewing, Robin Orriss, (PTA), Lawrence Secor, (Owners Construction Rep)

I. Call to Order

Kim Marshall called the meeting to order at 7:05p.m.

Ms. Marshall introduced Mr. Secor of Nafis & Young, who will be the Owners Construction Representative for the project.

II. Approval of invoices

1. Silver Petrucci & Associates, Inc. \$1,950.00 – Bid Phase (75% of cost Original Contract & Change Order #1)
2. AAIS Corp – \$1583.00 Negative pressure equipment repair/replace filters, critical barriers and exhaust tubing

Nafis & Young reviewed both invoices and recommends approval of payment

Mr. Dunn made a motion to approve payment of both invoices. Mr. Bader seconded the motion.

The motion was approved unanimously: 4:0

III. Architect update

Mr. Silver did not have update comments.

IV. Old Business

There were no items discussed.

V. New Business

Phil Ryan stated that the Purchasing Department, and Mr. Silver will have the bidder(s) in to meet and discuss their qualifications and experience. Mr. Ryan suggested inviting the bidder(s) for a special meeting including the committee, or, if the committee agrees, Purchasing can meet with the bidders, and can be given permission by the committee to award the contract, after consideration of the outcome of the meeting.

Four bids were received for the project and are pending review by the Purchasing Department, per Mr. Secor.

Discussion included the schedule of the project, including the anticipated time of completion of the work on the gym, which may be completed in the December/January timeframe.

Mr. Dunn inquired whether all of the submitted bids were properly executed. Mr. Ryan will check to ensure that they are all completed.

Ms. Orriss inquired about the frequency of the air quality testing. Mr. Morabito stated that testing will be ongoing, in accordance with EPA specifications, during the project, and will monitor internal and external containment. Ms. Orriss also inquired as to the manner in which the background of workers will be checked to ensure student safety during the project. Mr. Morabito indicated that that matter will be worked out with the selected contractors. Mr. Secor stated that he will share the meeting notes from the contractor meetings, with the PTA, et al.

Mr. Dunn also inquired about the construction precautions that would be taken with regards to the Osborn Hill School library.

Motion to Allow Contract Decision by Purchasing Department

Mr. White made a motion to allow the Purchasing Department to determine the winning bidder, and to proceed to negotiate a contract.

Mr. Dunn seconded the motion.

The motion passed unanimously: 4:0

The Purchasing Department is scheduled to meet on May 30 and will make a decision and will notify the committee. The paperwork process is expected to take approximately one week.

Mr. Morabito stated that it would be appropriate to pay for half size plans for the Building Inspector and the Owners Construction Rep (aka Clerk of the Works).

VII. Public Comment

Ms. Orriss asked if a committee member would speak to the PTA at their September 18 meeting. Ms. Marshall said that she will try to work that out. (There is also a committee meeting that night.)

Motion to Adjourn

VIII. Mr. White made a motion to adjourn the meeting at 7:55 p.m. Mr. Dunn seconded the motion.

The motion passed unanimously: 4:0

Respectfully Submitted,
Diane McClure
Recording Secretary