

Osborn Hill Building Committee
May 2, 2013
7:00 p.m.

Second Floor Conference Room
Old Town Hall
611 Old Post Road
Fairfield, CT 06824

FINAL MINUTES

Members Present: Bret Bader, Susan Cardona, William Dunn, Kim Marshall, Steven White
Others Present: Frank Arnone, Paul Ryan, Sal Morabito, Judy Ewing

I. Call to Order

Kim Marshall, Chairman, called the meeting to order at 7:00 p.m

II. Discussion of Charge

Sal Moribito, Manager of Construction, Security and Safety, described processes and procedure required to complete the project to abate PCB contamination and replace the gymnasium at OsbrnHill School.

A Request for Proposal was sent out by Purchasing and will be responded to by interested contractors by May 9. A copy of the RFP was distributed to the Committee. The Committee will review and score the RFP responses in order to rank responding bidders. A short list of the highest scoring candidates will be developed.

The Committee will develop questions for the candidates who will be interviewed at the May 23 Committee meeting.

Sal Morabito will guide a tour of the building on May 14 at 4:00 p.m.

Candidate selection will be made on May 23, following interviews and evaluation.

Sal said that Twig Holland would typically mail notice of the project to architects, who would express their interest in the project. Sal expects four or five firms would respond.

III. Discussion of Educational Specifications

Sal provided the Committee with a copy of the AMC environmental study findings, which is on the BOE website. Three schemes were included. Scheme 1 was selected by the Board of Education.

Sal discussed the EPA requirements for abatement and indicated that most of the work must be done during the summer, when school is not in session.

IV. Approval of the 2013 Meeting Schedule:

Kim proposed a meeting schedule for 2013. Mr. Dunn made a motion to approve the proposed schedule. Mr. Bader seconded the motion. The motion passed unanimously.

V. Update Scope of Work

Sal explained that EPA approval of the plan will require meetings with the state and the architect, followed by a letter granting approval from the state to allow Fairfield to proceed with a bid, which will likely take place in January or February.

Sal explained that ongoing quarterly testing is required by the EPA, which costs approximately \$10,000 each quarter. Sal asked for a motion to approve the quarterly testing.

Motion to approve continued quarterly testing: Mr. Bader made a motion to approve the testing. Ms. Cardona seconded the motion. The motion was passed unanimously.

VI. Public Comment – no members of the public attended.

VII. Adjournment

Mr. Dunn motioned to adjourn the meeting at 9:06 p.m. Ms. Marshall seconded the motion. The motion was passed unanimously.

Respectfully Submitted,

Diane McClure
Recording Secretary