

Osborn Hill Building Committee
Sullivan Independence Hall
725 Old Post Road, First Floor Conference Room
Fairfield, CT 06824
December 19, 2013
7:00 p.m.

FINAL MINUTES

Members Present: Brett Bader, William Dunn, Kim Marshall, Susan Cardona
Members Absent: Steve White

Others Present: Jessica Gerber (BOE), Phil Ryan, Sal Morabito, Judy Ewing

I. Call to Order:

Kim Marshall, Chairman, called the meeting to order at 7:04 p.m.

II. Approval of November 21, 2013 Meeting Minutes

Ms. Marshall asked for comments or questions regarding the November minutes. There were no comments. Susan Cardona made a motion to approve the November meeting minutes. Brett Bader seconded the motion.

The motion passed unanimously: 4:0

III. Outstanding Invoices:

Ms. Marshall distributed copies of invoices for review and discussion.

A. Wm. B. Meyer – Invoice COM-1252-3/2, for \$200 for pickup of rented library carts

B. Wm. B. Meyer – Invoice COM-1252-3/1, for September Library Cart rental \$1250.00

Mr. Dunn made a motion to approve the above referenced invoices. Ms. Cardona seconded the motion.

The motion passed unanimously: 4:0

C. Tecta – Invoice S1020200 for \$1285.32 for emergency to seal rubber around skylight.

Kim Marshall made a motion to approve the Tecta invoice. Ms. Cardona seconded the motion.

The motion passed unanimously: 4:0

D. Silver/Petrucci - Invoice 13-2039 for \$1597.50 representing construction documents (5% of \$11,250 line item on the invoice.)

Mr. Dunn made a motion to approve the Silver Petrucci invoice. Mr. Bader seconded the motion.

The motion passed unanimously: 4:0

IV. Update from Architect

The architect was not present.

V. Election of Committee Members:

Ms. Marshall called for nominations of committee members for 2014. No names were presented for consideration. A discussion ensued and the current members agreed to continue their current positions on the committee.

Ms. Cardona made a motion to approve the committee members as presented. Mr. Bader seconded the motion.

The motion passed unanimously: 4:0

VI. Meeting Schedule:

Ms. Marshall proposed to set the 2014 meeting schedule on the third Thursday of each month during 2014. The committee members and the other present parties concurred.

The following schedule was set for 2014 at 7:00 p.m. at Independence hall, unless a change of venue is necessary, which will be determined at a later date as required.

January 16

February 20

March 20

April 17

May 15

June 19

July 17

August 21

September 18

October 16

November 20

December 18

Mr. Bader made a motion to approve the proposed meeting schedule. Ms. Cardona seconded the motion.

The motion passed unanimously: 4:0

VII: Old Business

Mr. Morabito provided an update of the status of the project. The state requested additional time to review the plan. Mr. Morabito is in the process of obtaining the required signatures. The EPA provided comments regarding the abatement plan. Ms. Kisa (EPA) and Mr. Trombly (DEP) will be on vacation until January 6. Assuming that the EPA and DEP process move forward expediently; a letter of approval from the state to put the project out for bid should be forthcoming.

Mr. Morabito informed the committee that work was required to remediate an issue with the sprinkler system. An invoice will be forthcoming for that work.

Mr. Morabito distributed copies of several documents regarding the budget. The committee reviewed the documents.

VIII. New Business

Ms. Marshall stated that she had a conversation with Twig Holland regarding the selection process for a Clerk of the Works for the project. Discussions will be continued and quotes will be requested, for evaluation by the committee. Ideally a Clerk of the Works can be selected by January. Mr. Morabito explained the duties of the Clerk of the Works as well as those of the architect, in overseeing the project on behalf of the town.

Mr. Dunn stated that it would be useful to provide the project schedule for posting on the website for interested parents and citizens.

IX. Public Comment

There was no comment.

X. Adjournment

Mr. Dunn made a motion to adjourn the meeting at 8:10 p.m. Ms. Marshall seconded the motion.

The motion passed unanimously 4:0

Respectfully Submitted,
Diane McClure
Recording Secretary