

**SCHOOL ROOF BUILDING COMMITTEE
TOWN OF WALLINGFORD
JANUARY 5, 2012
MINUTES**

A meeting of the Wallingford School Roof Building Committee was held on Thursday, January 5, 2012 in the BOE Conference Room at Mark T. Sheehan High School, Wallingford, Connecticut.

Seated from the Committee were: Chairman Mike Brodinsky, Vice Chairman Laurence Zabrowski, Tim Keogh, John Lynch, JP Venoit, Mark Deptula, Robert Prentice, and Rob Croston.

Also present was Owner's Representative Eugene Torone, S/L/A/M Collaborative Construction Services, Superintendent Dr. Sal Menzo, Recording Secretary Sonja Vining, Dave Stein and Ken Lindsey of Silver/Petrucci & Assoc.

Absent was: Chris Pisani

Chairman Brodinsky called the meeting to order at 6:35 p.m.

Chairman Brodinsky stated that on December 14th he met with Town Attorney Janis Small, and Dave Stein to initiate the contract document drafting and bid specs.

Chairman Brodinsky indicated that he will be meeting next week with the Law Department and the Purchasing Department to discuss the details on deciding if a contractor is qualified or not qualified once the bids come in.

On December 19th there was a meeting held with the Mayor, Chairman Brodinsky, Bob Prentice, Gene Torone, and Dave Stein. At that meeting they discussed how to satisfy the State requirement that funding is in place so the project could move forward.

On January 6th there is a meeting in Harford where the Mayor, Dr. Menzo and Chairman Brodinsky will sit with BSF, Paige Farnham.

On January 10th a bonding ordinance for 8 mil is on the agenda for the Town Council meeting. There is also a Prep Meeting with BSF scheduled where Gene Torone, Chairman Brodinsky, Dr. Menzo and the design team from S/P would attend.

On January 19th there is a joint meeting with the BOE.

On January 31st there is a meeting with BSF (Plan Completion Test).

Approval of Minutes – December 1, 2011

**MR. KEOGH MADE A MOTION TO APPROVE THE MINUTES OF THE
DECEMBER 1, 2011 MEETING AS SUBMITTED.**

THE MOTION WAS SECONDED BY MR. BRODINSKY AND PASSED UNANIMOUSLY.

The Committee discussed the 2012 meeting schedule. It was decided that the Committee would meet the first and third Thursday of each month.

MR. PRENTICE MADE A MOTION TO APPROVE THE 2012 MEETING SCHEDULE AS THE FIRST AND THIRD THURSDAY OF EACH MONTH.

THE MOTION WAS SECONDED BY MR. BRODINSKY AND PASSED UNANIMOUSLY.

Chairman Brodinsky reviewed a calendar of upcoming dates to note. He stated that if any Member has comments or concerns about the construction documents they should forward them to Mr. Torone by January 12th.

There was some discussion about the contract that is to be used. The Town Attorney indicated that a standard AIA form would not be used and in its place the Town has its own agreement that it has used in the past. Mr. Stein stated that the proposed contract would have to be reviewed to be sure that certain items pertaining to this specific roof replacement project are included. There was further discussion about the State perhaps requiring that the Town use the State standard contract.

Mr. Stein submitted his December invoice to the Committee. He indicated that the invoice from November needs to be approved as well since at the November meeting there was not a quorum. Mr. Stein brought the October invoice with him as well since that has not been paid yet and the Committee may want to use it as a reference point. Mr. Stein reviewed the November and December invoices.

MR. VENOIT MADE A MOTION TO AUTHORIZE PAYMENT FOR THE MONTH OF NOVEMBER TO SILVER/PETRUCELLI IN THE AMOUNT OF \$33,902.80 WHICH REPRESENTS 100% SCHEMATIC DESIGN COMPLETE AND 50% CONSTRUCTION DOCUMENTS COMPLETE FOR THE FIRST FIVE SCHOOLS.

THE MOTION WAS SECONDED BY MR. KEOGH AND PASSED UNANIMOUSLY.

MR. VENOIT MADE A MOTION TO AUTHORIZE PAYMENT FOR THE MONTH OF DECEMBER TO SILVER/PETRUCELLI IN THE AMOUNT OF \$18,560.60 WHICH REPRESENTS 95% CONSTRUCTION DOCUMENTS COMPLETE, WHICH IS APPROXIMATELY 45% OF THE TOTAL FOR THE FIRST FIVE SCHOOLS.

THE MOTION WAS SECONDED BY MR. KEOGH AND PASSED UNANIMOUSLY.

MR. VENOIT MADE A MOTION TO AUTHORIZE PAYMENT FOR THE MONTH OF OCTOBER TO SILVER/PETRUCELLI IN THE AMOUNT OF \$6,664.95 WHICH REPRESENTS 90% OF SCHEMATIC DESIGN COMPLETE.

THE MOTION WAS SECONDED BY MR. KEOGH AND PASSED UNANIMOUSLY.

Mr. Stein handed out sets of plans. He pointed out that the project is being submitted under one cover sheet. There are five individual projects with individual state project numbers but they are being reviewed as one project. Mr. Stein stated that he had two sets of specs with him that are 95% complete. The Committee will eventually approve a complete set of plans and specs dated January 19th.

Mr. Stein stated that all of the bidders will receive one set of drawings and the bid form will be broken out by school. The bidder would only fill out the schools that they are interested in bidding. Mr. Torone expressed some concern for the bidders understanding that the schools can be bid on individually. He feels that the bids should be staggered as well. Mr. Stein suggested that the Committee discuss the staggering issue and which schools if any should be bid as a package. He recommended that Sheehan and Moran would be bid as one project with one contractor. Mr. Stein expressed concern with having five different contractors. He feels that Sheehan and Moran being right across the street from another could be easily managed logistically by one contractor. Mr. Torone stated that in his opinion it would be acceptable to have five contractors for five different schools. He would be concerned if one contractor was awarded more than two schools.

The Committee discussed several different scenarios for bidding the project. The main objective is that the most competitive prices be provided to the Town. Mr. Stein made it clear that according to state law the Town has the discretion to select what is in the best interest of the Town.

After lengthy discussion the Committee decided that there should be a packaging option included in the bidding and there should be two phases of bid submissions. Chairman Brodinsky will meet with the Law Department and Purchasing to be sure that the Committee's ideas could work.

Mr. Stein recommended that there be two packages, one being Sheehan/Moran and the other being Lyman/Dag/Stevens. The contractors would have the option to bid on each individual school and/or bid on the package.

The final decision of the Committee was to have two package options for the bidders with bids being submitted in two phases (to be determined). In the first phase each bidder would have the option to bid on Sheehan and Moran individually and/or as a two school package. In the second phase each bidder would have the option to bid on Lyman Hall, Dag and Stevens individually and/or as a three school package.

Mr. Stein briefly reviewed the updated set of plans submitted (95% complete).

Mr. Stein brought up a unique condition found at Moran. Over one of the entryways there are doors that come out onto the roof. The roof in that area actually has grass on it and under the grass there is asphalt. In the past someone paved over that concrete deck on the roof. Mr. Stein indicated that in this area there is no pitch to the roof and a ¼” pitch is what would be required. He stated to the Committee that S/P has come up with a solution but once things start to be removed there may be a need for some changes to be made. The proposed solution is to pitch all of that water toward the front of the building and pipe it to connect to the closest drain or connection. Mr. Stein stated that the material proposed in this area would be pavers. The roof would be a membrane roof with pavers over it. Mr. Stein will put something in writing for the Committee to review.

The regular meeting adjourned at 8:45 p.m.

The Members that went into the Executive Session were: Chairman Mike Brodinsky, Vice Chairman Laurence Zabrowski, Tim Keogh, John Lynch, JP Venoit, Mark Deptula, Robert Prentice, and Rob Croston.

The Executive Session adjourned at approximately 9:15 p.m.

Respectfully submitted,

Sonja Vining
Recording Secretary
School Roof Building Committee