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TOWN HALL  
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## HIGH SCHOOL RENOVATION BUILDING COMMITTEE MINUTES OF THE MARCH 9, 2011 MEETING

**Present:** Bruce Hampson, Karen Birck, Jim Saxe, Vin Tufo, Gary Richards, Tim Canty, Christian Planton, Ty Tregellas, Amy Samuelson, Glenn Gollenberg, Phil Mazzetti, Sean O'Toole, Mark Esposito, Mary Kehoe, and Dick Dubow

1. **Call to order** –Karen called the meeting to order at 6:34 PM.
2. **Approval of minutes of meeting of May 18, 2010** – The minutes were approved as written.
3. **Warranty Work – Turner/Sean** - All the warranties were fulfilled and the contractors did all punch-list items with the exception of one minor panel in a room that Gibson Associates replaced once but not the second time. Mark reported that Ferguson Mechanical was very cooperative in addressing any issues. Banton Electrical coordinated all of the remediation work following the flooding in the Little Theater.
4. **User's Report on building performance/functionality of renovated spaces-** Christian reported that the Little Theater was working out well for the theater arts classes and performances. Tim reported that the science teachers were pleased with the new science labs. Mark reported that the HVAC system was working as expected.
5. **"Lessons Learned" Reports – Bruce, Turner, Amy** – Bruce shared the draft of a "lessons learned" that was shared with the committee prior to the meeting. He spoke of the value of:
  - Speaking with former clients of possible architecture firms who had not been listed as references. Visiting the offices of the architecture firms was also informative.
  - Hiring the services of a commissioning agent
  - The process of visioning with the architects and the end users
  - Hiring a clerk of the works (John Perna) and the tireless and conscientious work of the owner's agent (Sean) helped the project run more smoothly.
  - Several suggestions about budgeting (cleaning, security, etc.) were included.
  - Members of a building committee need to have a sense of humor

A final copy of this "Lessons Learned" document will be submitted to the Council on Public Facilities and the Board of Selectmen.

- 6. Financial Summary of the Project** – Phil reviewed the "Cost Summary as of 3-9-11. Thanks to Sean we were able to receive \$88,345 in rebates from CL&P. There will be another check for approximately \$11,000 that will come to the Town. This resulted in savings to budget of \$798,922. The Town approved transferring \$313,851 to cover the cost of a voter-approved window replacement project at Middlebrook School. This helped the town avoid the need to float a relatively small bond. The final balance returned to the General Fund is \$485,071.
- 7. Letter of Commendation** – Bruce read a letter of commendation to Turner's Construction Management Team for the outstanding work in coordinating a complex project in a compressed period of time. The Turner team was praised for bringing in the project on time and under budget. The letter concluded with praise for the work of Project Executive Ty Tregellas, Project Manager Mike Douyard and Project Engineer Phil Mazzetti.
- 8. Vote to Close Out the Project** – Motion Bruce/Tim. Jim Saxe thanked the Committee and the staff for making the project successful.

Gary expressed his appreciation for the extraordinary work of Co-Chairs Bruce Hampson and Karen Birck and for the commitment of the entire team of volunteers and design/construction professionals.

- 9. Adjournment**– The meeting was adjourned at 7:37 PM.

Respectfully submitted,

Gary G. Richards

