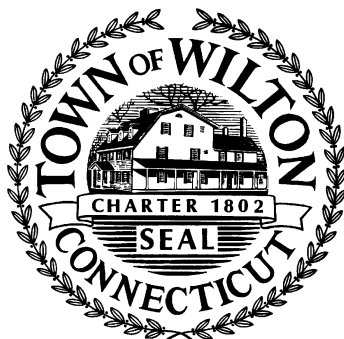


Telephone (203) 563-0100  
Fax (203) 563-0299



TOWN HALL  
238 Danbury Road  
Wilton, CT 06897

## HIGH SCHOOL RENOVATION BUILDING COMMITTEE

NOVEMBER 6, 2008

7:00 PM

High School Professional Library

Minutes

Present: Bruce Hampson, Karen Birck, Jim Saxe, Amy Samuelson, Alan Aldag, Sean O'Toole, Christian Planton, Jim Lucey, Chip Gawle, Tim Canty, Ty Tregellis

- 1. Call to Order** - Bruce Hampson called the meeting to order at 7:03 p.m.
- 2. Approval of Minutes of October 27, 2008** - A motion to approve the minutes of October 27<sup>th</sup> was made by Karen Birck and seconded by Tim Canty. All present approved.
- 3. Discussion re Economic Situation** - Karen Birck gave a summary of the purpose of the upcoming meeting with the BOS and of the October 29 Tri-Board Meeting. She provided an overview of the economic concerns that are impacting both the current 2008-2009 budget environment and the development of the 2009-2010 budgets. She shared the concern from both the BOS and Board of Finance (BOF) about the magnitude of any budget increase for next year in the current economic climate. The BOF has expressed concern about reduced tax collections, permit fees, and State aid. There are discussions of reducing expenditures for 2009-2010, including personnel costs (no increase in head count), other contractual obligations, and transportation. Capital expenditures will also be scrutinized. As a result, the BOS asked the Building Committee to determine if the high school project can be postponed or scaled down. Karen explained that the committee will need to respond at the November 17<sup>th</sup> meeting with BOS. The charge of the Building Committee at this point is to bring a

recommendation to the BOS on how we should proceed. The committee proceeded to discuss a position statement on the Wilton High School Building Project.

- The team agreed to meet at 6 p.m. on November 17 to review the presentation for the BOS meeting.

**4. Commissioning Interviews: Status Report** - Bruce Hampson shared that he received responses from six (6) firms on the commissioning RFP. The interview team included John Guth, Karen Birck, Mark Esposito, Sean O'Toole, Bruce Hampson, and Ty Tregellis. The team interviewed four firms. Bruce indicated that all the firms are quite competent. The short list was determined to be Van Zelm, SBS, Stone House. Bruce and Ty are checking references.

Chip made a motion that Bruce would have the authority of the committee to make an award after completing reference checks. Jim Lucey seconded the motion. Jim Saxe asked for discussion and suggested that Bruce work aggressively to negotiate a reduced price for the service. The committee then unanimously approved the motion.

**4. Review of Action Items :**

- a. **HVAC:** Sean, Mark, Bruce and Alan have been meeting regularly on HVAC review. Bruce discussed the flat specification on Honeywell controls.
- b. **Little Theatre specification review:** Christian needs to address minor questions that are still outstanding, Christian, Amy and Peter will communicate by email to resolve issues. Ty mentioned we have flexibility and latitude with proprietary specification
- c. **Science Classrooms** – Progressing.
- d. **Asbestos Remediation Hygienist Contract** - Karen is not sure we can sign current document. Sean will expedite process with Town Hall.
- e. **Owner “Project Manager” Job Description** - Bruce received a model job description from Glen Gollenberg. Bruce will draft a description.

**5. Time-Line: Where are we? // Where should we be?** Ty distributed and reviewed the updated timeline with the committee. He made adjustments based on suggestions from the committee. Chip advised Ty that the Little Theater project can begin in early May, 2009. Ty reassured the committee that there will be requests for financial qualification statements on contractors as there is concern about bankruptcy mid-project. A walk-through remains scheduled for early February.

**6. Next Steps:** The team agreed to meet at 6 p.m. on November 17 to review the presentation to the BOS. Karen will determine if written documents are necessary for the BOS packet.

- a. It was agreed that we would schedule a time for the next meeting of the full committee after the BOD Meeting on November 17<sup>th</sup>.

7. **Other new business** – None.
8. **Next Meeting** - November 17, 2008; 6 PM in the Professional Library. Only Committee members who will participate in the BOS Meeting that night are required to attend. (All members are welcome to attend)
9. **Adjournment** - At 9:11 PM. A motion to adjourn was made by Karen Birck and seconded by Christian Planton.