

Bonded Capital Projects Meeting Minutes – September 6, 2012

Present: Bill Brennan, Karen Birck, Dick Dubow, Malcolm Whyte, Bruce Hampson, John Murphy, Ty Tregellas

Agenda Items

1. Miller Driscoll – Forensic Evaluation: Turner has received reports from Hoffman and ATC, and expect All Brite and ACM in the next couple of days. Turner is targeting to complete their report by the end of next week.
2. Middlebrook & Comstock Roof Projects: Contract was finalized a couple of days ago. Turner reached out to Hoffman to set up a kick off meeting. Hoffman to assign a project manager and then schedule a meeting prior to the next steering committee meeting. Turner stated that due to the coordination with the Comstock upgrades that both project would be constructed in the summer of '13. M Whyte states that all direction to the design team should flow through Turner.
3. Middlebrook & HS Toilet Renovations: RFQ was issued 8/28 to the AIA website, the Wilton Architects, and the following list of firms in the education market: KGD, FT, TSK, SLAM, Perkins Eastman, JGRA, Silver Petrocelli, Jukunski Humes, Friar, JCJ, and AM design. The Steering Comm was copied on the RFQ on 8/30. Qualification packages are due 9/19. Turner and a select group will review the proposal and compile a short list of firms to submit a proposal. Select firms may be requested to prepare a presentation to the selection committee. B of Ed to prepare a Statement of Objectives to be included in the pending RFP. M. Whyte encourages B. Brennan to form a Building Committee to manage this project, and other projects, going forward. B Brennan encouraged members of this committee to submit names for the formation of the Building Committee.
4. Middlebrook School – Auditorium Seating: John Murphy updated that the seating was still en route via container ship from China and that the demolition would start 9/10 followed by the install of the VCT flooring. He does not yet have a delivery date from R Lord. B. Brennan requested that he issue an updated schedule. Post meeting note: the schedule was issued and flooring from 9/17 – 9/19, seats 9/20 – 9/28, project completion 10/1. The Wilton Playhouse is to connect with J Murphy to look at seats prior to demo to see if they can use any.
5. Comstock Building Evaluation: There was a discussion regarding the path forward to define the scope and sequence of the work at Comstock. B of S requested the Community Center staff to prepare a Utilization Study of the facility so that the scope of work can be tailored to the appropriate uses for the building. M Whyte offered that once the Utilization Study was complete that Whyte, Hampson and Turner would prepare a more realistic forecast of scope and costs for a 20 year extended life for the building. A tour of the Comstock Building was conducted after the meeting for those that were interested.
6. Other:
 - a. It was discussed that 1 hour is not enough time to fully cover our agenda, B Brennan to investigate an earlier start. Next Meeting to be at the **Rimer Room in the Library**, September 18, 2012 at **1:30 PM**.