

**Town of Brookfield
High School Renovation Review Committee Meeting
February 21, 2012 – 5:00 P.M.
Town Hall – Room 129**

1. Call to Order: Meeting was called to order at 5:08 P.M. by Chairman George Walker.

Present: Committee Members: Rob Gianazza, Ron Jaffe and Kerry Swift.

Absent: Paul Checco.

Chairman Walker stated that the goal of tonight's meeting is to understand the prior project documents and to discuss who the Committee wants to speak with.

An e-mail Selectman Howard Lasser had received from Larry Luizzi, the father of former B.H.S. Principal Dr. Bryan Luizzi, dated 2/17/12 was distributed. Mr. Luizzi recommended that the Committee obtain feedback from Dr. Luizzi regarding the project.

Mr. Jaffe distributed a document he had prepared outlining the timeline of the project and the project documents.

2. Review of Minutes:

o **January 23, 2012 H.S. Renovation Review Committee Meeting:** A motion was made by Ron Jaffe to approve the minutes from the January 23, 2012 H.S. Renovation Review Committee. The motion was seconded by Rob Gianazza and passed 4-0.

o **February 6, 2012 H.S. Renovation Review Committee Meeting:** Secretary Swift requested that "in the design phase" be removed from the last sentence under Section 4 – Review Original and Projected Costs. The sentence should read: Secretary Swift suggested looking into the financials and how to avoid some of the financial issues that arose. A motion was made by Ron Jaffe to approve the minutes from the February 6, 2012 H.S. Renovation Review Committee as amended. The motion was seconded by Rob Gianazza and passed 4-0.

3. Review Available Prior Project Documents:

The following documents were distributed and reviewed by the Committee. A determination will be made as to whether there are additional documents that might be needed. Chairman Walker outlined the events of the project in chronological order.

- o Letter from First Selectman Martin Foncello to Superintendent James Chittum dated 8/3/01 re: Proposed BHS Renovation and Expansion Project – RFP/Invitation to Bid Process attached.
- o Letter from Edward McCreery, Town Attorney (Pullman & Comley) to Martin Foncello dated 8/30/01 re: Architectural RFP.
- o Request for Proposals for Architectural/Engineering Services dated 9/5/01.
- o Memo from Denise Gagne, Operations Director to Selectmen Judith Heise and John Will dated 4/1/02 re: H.S. Expansion – RFP Information Packet – RFP for Architectural/Engineering Services dated 3/28/02 attached.
- o Letter from David Jepson (JCJ) to Martin Foncello dated 10/14/02 re: Renovations and Additions to BHS – Phase I Pre-Referendum Architectural-Engineering (AE), Fee Proposal and Proposed Phase II and III Method for AE Fee Determination.
- o Letter from Vincent Simone, Morganti to Martin Foncello dated 10/28/02 re: Fee Proposal for Construction Management Services.
- o Letter from David Jepson to Martin Foncello dated 10/28/02 re: Phase I Pre-Referendum Architectural-Engineering (AE), Fee Proposal.
- o Letter from David Jepson to Martin Foncello dated 11/7/02 re: Phase I Pre-Referendum Architectural-Engineering (AE), Proposed Contract (attached).
- o JCJ Contract signed 5/7/03.
- o Morganti Contract signed 9/4/03.

There was a discussion regarding the Community Advisory Group. Mr. Jaffe stated that after the first referendum failed the Community Advisory Group was created. They developed a checklist of what should be included in the project. They looked at the costs associated with building a new facility as opposed to updating the existing building. There was coordination between the Community Advisory Group and JCJ. Based on the recommendation from the Community Advisory Group, JCJ came back with a dollar figure which was approved by the BOE Facilities Committee and then by the BOE. It was then presented to the Town.

4. Set up and Assign Interviews with Specific Project Personnel:

The Committee discussed meeting with the following personnel who had been involved in the project:

School Staff – Sam Burd

BOE – Matt Grimes

School Administrators – Bryan Luizzi, Art Colley, Craig McClain, Tony Bivona, Jay Chittum and John Goetz

MBC – Chip Brown, Tony Licursi and Paul Checco

JCJ Architecture – Dave Jepson

Morganti – Tim Gunn and Jerry Librizzi

Parks and Recreation – Dennis DiPinto

Controller – Raymond Bolek and Jay Wahlberg

Community Advisory Group – To be determined at a later date.

WPCA – Jerry Murphy, Ric Amorossi and Nelson Malwitz

BOF – Ernie Nepomuceno

BOS – Marty Foncello, Bob Silvaggi and Jerry Murphy

Chairman Walker will contact JCJ, Morganti and Matt Grimes. Secretary Swift will contact Bryan Luizzi and Ernie Nepomuceno. Vice Chairman Gianazza will contact Sam Burd and Chip Brown.

5. Establish Goals and Schedule of Committee: The next meeting is scheduled for Monday, March 5, 2012 at 5:00 P.M.

6. Adjourn Meeting: A motion was made by Rob Gianazza to adjourn the meeting at 6:21 P.M. The motion was seconded by Kerry Swift and passed unanimously, 4-0.

Respectfully submitted,

Kerry Swift
Secretary