

MINUTES
Town of Brookfield
High School Renovation Review Committee Meeting
March 12, 2012 – 5:00 P.M.
Town Hall – Room 209

1. **Call to Order**: Meeting was called to order at 5:09 P.M. by Chairman George Walker.

Present: Committee Members: Paul Checco (arrived at 5:40 P.M.), Rob Gianazza, Ron Jaffe and Kerry Swift.

2. **Review of Minutes**:

o **February 21, 2012 H.S. Renovation Review Committee Meeting**: A motion was made by Rob Gianazza to approve the minutes from the February 21, 2012 H.S. Renovation Review Committee. The motion was seconded by Kerry Swift and passed unanimously 4-0.

3. **Public Comment**: None.

4. **Meeting Schedule adjustment**:

o **2nd and 4th Monday each month**: A motion was made by Rob Gianazza to amend the High School Renovation Review Committee schedule to meet on the 2nd and 4th Monday of each month. The motion was seconded by Kerry Swift and passed unanimously 4-0.

5. **Organization**:

o **Review and approve co-chairman**: A motion was made by Rob Gianazza to approve Ron Jaffe as co-chairman of the High School Renovation Review Committee. The motion was seconded by Kerry Swift and passed unanimously 4-0.

6. **Review contacts/conversations with**:

o **George Walker contacts JCJ, Morganti and Matt Grimes**: Co-chairman Walker spoke with Matt Grimes and Jerry Murphy who said that they would be able to meet with the Committee. Co-chairman Walker left voice mail messages for both Morganti and JCJ. Tim Gunn from Morganti is out of the office and will be back on March 15th. Dave Jepson from JCJ has not returned Co-chairman Walker's calls. He will keep trying to reach Mr. Jepson.

o **Kerry Swift contacts Bryan Luizzi and Ernie Nepomuceno**: Secretary Swift spoke with Bryan Luizzi who stated that he would be able to meet with the Committee. She will contact Ernie Nepomuceno.

o **Rob Gianazza will contact Sam Burd and Chip Brown**: Vice Chairman Gianazza will try to contact Sam Burd and Chip Brown this week.

The Committee discussed which member would be responsible for contacting the following personnel who had been involved in the project:

o **School Administrators**: Co-chairman Jaffe will contact Craig McClain, Jay Chittum, John Goetz and Tony Bivona.

o **Parks & Recreation**: Co-chairman Walker stated that Dennis DiPinto is in reserve. The Committee will contact him at a later date.

o **Controller:** Co-chairman Walker will contact Raymond Bolek and Co-chairman Jaffe will contact Jay Wahlberg.

o **WPCA:** Vice Chairman Gianazza will contact Ric Amorossi and Co-chairman Walker will contact Nelson Malwitz.

o **BOS:** Secretary Swift will contact Bob Silvaggi and Marty Foncello.

The Committee decided that they would schedule 2-3 people per meeting with 15-20 minutes of discussion per person.

Mr. Checco arrived at this time.

o **MBC:** Co-chairman Walker asked Mr. Checco to contact Tony Licursi.

At the next meeting on March 26th, the Committee will attempt to meet with Matt Grimes, Jerry Librizzi or Tim Gunn and JCJ. If Co-chairman Walker is not able to reach Dave Jepson, he will contact Bruce Kellogg. Mr. Checco will attempt to contact Bill Mead.

At the April 9th meeting, the Committee will try to schedule Raymond Bolek, Bryan Luizzi and Marty Foncello. If Mr. Foncello is not available to meet with the Committee, they will request something in writing.

There was a discussion regarding contacting the Selectmen involved during the project. Co-chairman Jaffe will contact Joni Park and Judy Heise.

Vice Chairman Gianazza will try to schedule Sam Burd for April 23rd.

7. Continuing discussion on the project: Co-chairman Jaffe questioned whether there are other documents that would be needed. The members will review the available documents and make this determination.

There was a discussion regarding the various punch lists that were generated during the project. Co-chairman Jaffe recommended having a one session workshop on punch lists. He stated that the BOE had been frustrated that they were not receiving the punch list on a regular basis.

Approval of the change orders by the design team was discussed. Co-chairman Walker stated that the Committee needs to focus on this process.

8. Adjourn Meeting: A motion was made by Paul Checco to adjourn the meeting at 6:23 P.M. The motion was seconded by Rob Gianazza and passed unanimously, 5-0.

Respectfully submitted,

Kerry Swift
Secretary