

BRS Town Building Committee Meeting

April 28, 2009

COMMITTEE MEMBERS PRESENT: David King, Chair; David Barkin, Sheila McCreven BOE; Sandy Stein, Board of Selectmen; Steve Buda, Tim Cohen, Mark Estra and Jon Gorham.

STAFF MEMBERS PRESENT: Dr. Gaeton Stella, WSD Superintendent; Chuck Zettergren, WSD Business Manager; Marsha DeGennaro, Clerk.

CALL TO ORDER: Chair David King called the meeting to order (6:35 PM).

PUBLIC COMMENTS - None

MOTION #1 – APPROVAL OF MINUTES

Move that we approve the minutes of March 31, 2009 Meeting.

Ms. McCreven

Second by Mr. Estra

UNANIMOUS

MOTION #2 – APPROVAL OF SUBCOMMITTEE MINUTES

Move that we approve the minutes of April 23, 2009 Subcommittee Meeting.

Mr. Barkin

Second by Mr. Cohen

Mr. Barkin corrected minutes under Project Scope to reflect *photo volataics* and *ground source heat pump*.

MOTION #2A – APPROVAL OF SUBCOMMITTEE MINUTES

Move that we approve the minutes of April 23, 2009 Subcommittee Meeting as amended.

Mr. Barkin

Second by Mr. Cohen

UNANIMOUS

Mr. King highlighted the April 23 subcommittee meeting with SBS Facilitator Bruce King. The documents provided to the subcommittee from Bruce King were shared with all committee members along with the outline of the process. QBS suggests firms adhere to Form 330 for the RFQ submission components. It was noted that while this is an acceptable practice for standardization of bid submissions, this could be a stringent format as it does not allow for supplemental presentations. The SBS process suggests project goals be fairly general for the RFQ and become finite for the RFP. The Committee reviewed and discussed the scope of project list prepared by Mr. Barkin that was presented to Bruce King.

Specifics of the Capital Budge request were discussed including code improvements, storage requirements within the building as well as those shared with the Recreation Department, portable classrooms, fixtures, doors, windows, telephone/clock systems and technology enhancements. It was agreed the approved 2008/09 Woodbridge School District Capital Budget request should be incorporated into the Project Scope. It was further agreed the Woodbridge School District administration should compile and prioritize the infrastructure requirements for inclusion in the project.

The Committee agreed to explore incorporating an energy “model into the overall scope of the project. Sustainable technologies should also be part of this discussion. Further clarification of project scope, goals and needs should be refined. This will allow us to develop and define an RFQ that will provide the most cost effective options/alternatives. There was a general consensus that the more concrete information available for the public, the better the chance for a successful referendum.

MOTION #3 – RFP – ARCHITECTURAL/ENGINEERING SERVICES

Move that our RFP be for the complete architectural/engineering services for project completion

Mr. Barkin

Second by Mr. Buda

IN FAVOR: Mr. Barkin, Mr. Buda, Mr. Cohen, Mr. Gorham, Mr. King, Ms. McCreven and Ms. Stein

OPPOSED: Mr. Estra

MOTION PASSES 7-1

The Committee agreed to have a subcommittee meet with the QBS Facilitator, Bruce King, to clarify project goals and needs for inclusion in the RFQ. Messrs. Buda, Cohen, Gorham, Stella and Zettergren volunteered to meet with Bruce King.

It was also suggested that consideration be given to including Terry Gilbertson, Town Building Inspector, into discussions and meetings related to building code requirements. Discussion ensued as to whether to pursue a construction manager versus a general contractor. It is important that the RFQ define whether cost estimating services will be provided by the architectural firm or under separate contract. Regardless of the direction chosen, firm selections should occur on a parallel course.

Mr. Estra volunteered to have a representative familiar with the Codes of Standards process, speak to the Committee at their May meeting.

ADJOURN: (7:33 PM): Mr. King
Mr. Barkin
UNANIMOUS

Recorded By Marsha DeGennaro

All documents and meeting information are available on the town web site, www.woodbridgect.org