

MINUTES
Town of Brookfield
High School Renovation Review Committee Meeting
February 6, 2012 – 5:00 P.M.
Town Hall – Room 209

1. **Call to Order:** Meeting was called to order at 5:04 P.M. by Chairman George Walker.

Present: Committee Members: Paul Checco (arrived at 5:06 P.M. and left at 5:41 P.M.), Rob Gianazza, Ron Jaffe and Kerry Swift.

2. **Review of Minutes:**

o **January 23, 2012 H.S. Renovation Review Committee Meeting:** No action taken. Tabled until next meeting.

3. **Review Prior Project Documents:**

The following documents were distributed and discussed:

- o BHS Renovation and Expansion – Advisory Group
- o BHS Expansion/Renovation Project – Consensus Plan
- o Site Plan
- o BHS Preliminary Estimate of Probable Project Costs dated 1/22/03
- o BHS Probable Costs: Consensus Plan dated 2/19/03 Revised

Mr. Checco arrived at this time.

4. **Review Original and Projected Costs:**

Chairman Walker stated that at the last meeting it was discussed that ideas would be presented tonight about how to deal with this project. The Committee would reach out to various people who had been involved in the project. Vice Chairman Gianazza suggested that various parts of the project should be compartmentalized such as the septic sewer issue, construction and the site preparation and fields. Chairman Walker suggested separating the project into different phases. He stated that part of the design phase could be the scope of the work, then the physical construction and then the sewer. Secretary Swift suggested looking into the financials and how to avoid some of the financial issues that arose.

Chairman Walker stated that the timeframe the architects had to put the budget together to present to the Town was extremely short. There were differences of opinion as to whether JCJ's budget was feasible. When Morganti became involved they questioned JCJ's numbers.

Vice Chairman Gianazza explained that the architect's numbers were from when the bids were put together. There was a time lapse between when they put together the bids and when they went out to bid. The prices had changed by the time Morganti reviewed the project.

Mr. Checco stated that they should look at the process, extract individual parts of the processes and determine what the ramifications were of each individual process. Then determine what worked and what didn't and why. The objective is how to improve the process for the future.

Mr. Jaffe stated that the five issues involving the process are: 1) approval; 2) accounting; 3) decision making; 4) communication; and 5) management.

The phases of the project discussed were Pre-bond, Pre-construction, Construction and Post-construction.

Mr. Checco left at this time.

Chairman Walker stated that in each phase all of the five issues would be involved.

5.

Set up Interviews with Specific Project Personnel:

A discussion ensued regarding meeting with those who had been involved in the project such as the construction team, architect, BOE, School Administration, Staff at the High School, Advisory Group, Parks and Recreation, Town Controller, BOF, First Selectman and WPCA.

6. Establish Goals and Schedule of Committee: The Committee will be meeting the 1st and 3rd Monday of each month. Town Hall will be closed on Monday, February 20, 2012. The next meeting is scheduled for Tuesday, February 21, 2012 at 5:00 P.M.

7. Adjournment: A motion was made by Rob Gianazza to adjourn the meeting at 6:10 P.M. The motion was seconded by Ron Jaffe and passed unanimously, 4-0.

Respectfully submitted,

Kerry Swift
Secretary