

MINUTES
Town of Brookfield
High School Renovation Review Committee Meeting
May 29, 2012 – 5:00 P.M.
Town Hall – Room 209

1. **Call to Order:** Meeting was called to order at 5:15 P.M. by Co-Chairman Ron Jaffe.

Present: Committee Members: Paul Checco (arrived at 5:21 P.M. and left at 5:57 P.M.), Rob Gianazza, Ron Jaffe, Kerry Swift and George Walker (arrived at 5:20 P.M.).

2. **Review of Minutes:**

o **May 14, 2012 H.S. Renovation Review Committee Meeting:** A motion was made by Rob Gianazza to approve the minutes from the May 14, 2012 H.S. Renovation Review Committee Meeting. The motion was seconded by Kerry Swift and passed unanimously, 3-0.

3. **Public Comment:** None.

4. **Project review/discussions:**

5:20 P.M. – Bryan Luizzi – Unable to attend.

5:40 P.M. – To Be Announced - No one scheduled for this time slot.

6:00 P.M. – To Be Announced - No one scheduled for this time slot.

Co-Chairman Walker and Mr. Checco arrived at this time.

5. **Continuing discussion on the project:**

Secretary Swift stated that Brian Lerner will not meet with the Committee but is considering submitting information in writing.

6. **Begin Discussion of Committee Report:**

The Committee reviewed a preliminary draft of their report making corrections and suggestions. Co-Chairman Jaffe will e-mail the draft report to the Committee members for additional input and revisions. This will be discussed at the next HSRRC meeting on June 11.

Mr. Checco left at this time.

The Committee discussed the importance of having a Clerk of the Works responsible for managing the project and reporting back to the Town. Co-Chairman Jaffe stated that the management of the project is not the responsibility of the MBC. The MBC's role is to ensure that the Town's money is spent as it was supposed to be. Vice Chairman Gianazza stated that the Clerk of the Works needs to communicate the status of the project to the Community. He said that one of the problems that occurred during the High School project was that the Community thought that the BOE was responsible for managing the project. Co-Chairman Walker stated that the Clerk of the Works should report to either a Committee or a Town Executive. That person should be reporting weekly to either the First Selectman or whomever he/she reports to and a monthly report to the Community.

The Committee discussed the issue with the sewer and who should be contacted from the WPCA (either current or previous members) for additional information.

Co-Chairman Jaffe stated that three items that are important that the Town should do in any project for the future are: 1) The Town must understand the process and stick by it. 2) The Owner's representative is committed to, contracted for and is part of the expense of the project. This will save money and produce a better project. 3) Complete and frequent communication is needed for all parties involved.

Co-Chairman Walker stated that a Summary Page needs to be on the front of the report.

7. **Next Meeting** – Monday, June 11, 2012 – 5:00 P.M. – Room 209

8. **Adjourn Meeting**: A motion was made by Ron Jaffe to adjourn the meeting at 6:31 P.M. The motion was seconded by Rob Gianazza and passed unanimously, 4-0.

Respectfully submitted,

Kerry Swift
Secretary