

**PRELIMINARY MINUTES**  
**Town of Brookfield**  
**Municipal Building Committee**  
**Regular Monthly Meeting**  
**November 15, 2011 – 7:00 P.M.**  
**Town Hall – Room 133**

1. **Call to Order**: Meeting was called to order at 7:03 P.M. by Chairman Paul Checco.

**Present**: Committee Members: George Brown, Jr. and John Martino, Jr.

**Absent**: Josh Flowers, William Perrone and Robert Ziembicki.

2. **Approval of Minutes**:

o **April 21, 2009 Meeting**: Approval of the minutes from the April 21, 2009 meeting was tabled pending clarification from the Town Attorney regarding wording for the reason for the Executive Session.

o **September 20, 2011 Meeting**: Due to lack of quorum needed to approve the minutes from this meeting, approval was tabled until the next meeting.

o **October 18, 2011 Meeting**: Due to lack of quorum needed to approve the minutes from this meeting, approval was tabled until the next meeting.

3. **Senior Center Update**:

a. **Verdi Construction**:

Chairman Checco stated that a lot of the warranty work and the corrective work have been done and the MBC would like to schedule at least one last walk through for warranty purposes. The toilet partition door has been installed but the clearance is 30", not 32". Mr. Verdi indicated that they will be ordering another panel. Chairman Checco stated that the caulking and the floor tiles have been completed.

Mr. Verdi and Chairman Checco have not been able to contact Perkins and Will in NYC to close out the project. Chairman Checco will be contacting the Town Attorney to request that a letter be sent to Perkins and Will.

Chairman Checco stated that there have been complaints of echoing from the gip board ceiling in the Craft Room. Mr. Verdi provided a proposal for acoustical ceiling panels to rectify this.

Mr. Verdi submitted Warranty documentation (see Letter of Transmittal dated 11/15/11). He will be forwarding the approved shop drawings and approved submittals to Tom Tibolla. Mr. Verdi submitted asbuilt drawings and 3 copies of project record drawings on a CD to be given to Mr. Tibolla.

The amount of Verdi's Application and Certification for Payment #14R1 was revised and approved by

the MBC at the June meeting. Mr. Verdi submitted Application and Certification for Payment #14R2 for the record to reflect what had been approved in June.

Mr. Verdi submitted Verdi's Application and Certification for Payment #15. **A motion was made by George Brown, Jr. to approve Verdi's Application and Certification for Payment #15 dated 11/15/11 in the amount of \$60,848.00 pending completion of the toilet partition, submittal of the release of Liens and submittal of the shop drawings. The motion was seconded by John Martino, Jr. and passed unanimously, 3-0.** The invoice was not approved by the architect due to Verdi and the MBC not being able to reach Perkins and Will.

4.

**Correspondence:** None.

5. **Invoices:** See above – Verdi Application and Certification for Payment #15.

6. **Additional Business:** Chairman Checco attempted to submit his resignation from the MBC. It was requested by the members of the MBC that he not resign. He agreed to remain on the Committee.

7. **Public Comment:** None.

8. **Next Meeting:** The next meeting is scheduled for December 20, 2011 at 7:00 P.M.

9. **Adjournment:** A motion was made by John Martino, Jr. to adjourn the meeting at 7:31 P.M. The motion was seconded by George Brown, Jr. and passed unanimously, 3-0.

Respectfully submitted,

Paul Checco  
Chairman