

Date Prepared	6/14/2015	
Project Name	Stamford Interdistrict IB Magnate Extension; K-5 Phases I and II OSF No. 135-0277 / MAG / PF / EA	
Project Number	61860.00	
Subject	Project Building Committee Meeting No. 2	
Meeting Location	Mayor's Office Conference Room, 10 th Floor, Government Center	
	888 Washington Blvd., Stamford, CT	
Meeting Date	6/10/2015	
Meeting Time	11:00 am	
Prepared By	Tina Greco, AIA, Project Manager	t.greco@perkinseastman.com
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Participants	<p>Louis Casolo, City Engineer, City of Stamford Winnie Hamilton, Superintendent of Schools, Board of Education Mary Savage, Board of Reps Jackie Heftman, Board of Education Rich Lyons, Board of Education Facilities Cindy Grafstein, Mayor's Office Anne Downey, Resident and Retired Principal Al Barbarotta, Board of Education Facilities Tamu Lucero, Assistant Superintendent Elementary, Stamford Public Schools Joe Coppola, Board of Representatives Geof Alswanger, Board of Education Richard Freeman, Board of Finance</p> <p>Joe Costa, Principal, Perkins Eastman Mark McCarthy, Principal, Perkins Eastman Joe Culotta, Project Architect, Perkins Eastman Tina Greco, Project Manager, Perkins Eastman</p>	

Meeting was called to order at approximately 11:15 am

The Meeting Minutes of the previous Meeting, which was on May 20th, were distributed. Since it was the first time most of the group had seen the minutes the acceptance of the Meeting Minutes was deferred to the next meeting (which will be next Wednesday, June 17th) so that everyone will have enough time to properly review the minutes.

Perkins Eastman pointed out that they have been moving forward based on points from the notes.

A. Project Information Exchange and Decision Making

Communications

- o All communications will cross through Lou Casolo and Domenic Tramontozzi

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- BOE matters related to the Sub Building Committee will go through Tamu Lucero, with Geoff Alswanger, Cindy Grafstein, Lou and Domenic copied.
- Sub Committee and Engineering will be responsible to expand the communications network by forwarding information or meeting minutes to others as required (forwarding will not be done by PE unless PE is directed to do so).

Decision Making / Approvals Process

- BOE subject matter such as acceptance of the Program and Layout for Phase II will be reviewed and vetted by Sub Committee (and Engineering as required). Once the subject matter is accepted by the Sub Committee it will be brought to the Building Committee for their review and approval.
- It was highlighted that the Sub Committee may need to seek the input from the BOE on some items, which then may require more time for approval. The log for 'Needed Information' is a project instrument that provides notice of information that is needed ahead of time, so that, as possible, best planning can be achieved and the schedule can be kept. If the Sub Committee anticipates that the information will not be provided at the time requested, notice that the deadline will not be met must be made to PE as soon as possible for next steps and schedule adjustment to be made.

Project Event & Information Exchange Log

- The log was distributed and viewed on the screen
- This log will be distributed regularly, it shows what is happening in the current week and tracks past events and significant information exchanges.

Needed Information Log

Log lists information needed and associated dates when information is needed to maintain the schedule. Please reference the list. Outlined below are highlighted points from review. The next round of information is needed on June 24th.

B. Needed Information

Furniture

- Per discussions with the Sub Committee, the approach will be to match furniture at Rogers unless there has been a problem with the piece, then alternates will be investigated. PLEASE NOTE, unless otherwise directed by City, all specifications will be a BASIS OF DESIGN (so that the bid is open / not proprietary).
- Concern about costs.
- City will provide Rogers Furniture specifications to Design Team
- Sub Committee will direct and work with the Design Team to identify the furniture requirements for each room based on program. For example the ELL room might have 4 tables and 6 chairs, etc. The specification / type of furniture (table and chair) will be based on furniture used at Rogers with similar program requirements.
- Once the furniture requirements and specifications are assembled, a summary of the furniture requirements/program and specifications will be reviewed with the Building Committee for their approval.

Equipment

- Log is almost a checklist to facilitate the process of identifying and specifying.
- BOE to provide Design Team with Specifications as a Basis of Design.
- BOE to identify those items which will not be Contractor Supplied and Installed. For example, may be Owner Supplied Contractor Installed or Owner Supplied and Installed, etc.
- A meeting will be arranged with the City and BOE technology people.

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- Smartboards will be adjustable mount, BOE to provide specification.

Needed Meetings

- Meetings will occur during one of the place holder meeting time (Mondays at 3pm, Wednesdays at 11am or Wednesdays 3pm)
- Add the following needed meetings with: BOE Security and BOE Transportation

Security Desk

- The Building Committee concluded that a Security Design would not be required. PE had been showing a millwork security desk at the front 2nd floor entrance to the classroom building. Other schools do not have security desks. Instead the school will have a “greeter” meet visitors or stationed at the location for specific times.

Plumbing Fixtures, Hardware, etc.

- City will provide specifications of fixtures that are used elsewhere in the City that require **little maintenance**, etc.
- The approach to all specifying will be to use products and systems that are compatible, the same or similar to products or systems that the City is using currently. Products and systems should have a proven track record with the City and must be easy to maintain and repair. A point was also made that quality should be sought.
- Products, Materials and Systems shall be as a Basis of Design

C. Site

- A focus of the next meeting will be the site.
- The Sub Committee has provided PE with information related to buses, car drop off and parking (based on rainy day predictions) that is being used to develop the Site Plan.
- Question about required Local Site Plan approval. Project is exempt from P&Z.
- Question about public hearings for Phase II.

D. Program and Building Plans

- The building plans and program have been developed in the last several weeks with the Sub Committee and Building Committee with input from Engineering and both the Building Inspector’s and Fire Marshal’s offices. The program schedule / list includes all spaces identified by the BOE as required for the School. It also includes the area that each space will have in the renovated existing buildings (classroom and gym). The plans represent where each program piece (ie, classrooms, bathrooms, etc.) will be located in the proposed renovated buildings.
- Perkins Eastman pointed out that there are still many details that need to be worked out. For example, new proposed walls shown may need to be adjusted to accommodate existing ceiling and light fixture layouts that are slated to remain. Additionally, Perkins Eastman will continue to review and develop the plans with the Building Inspector and Fire Marshal offices. There are Code Modifications that will be required for things such as the shared egress stairs for the 1st and 2nd graders.
- Building Plan Layouts and Program have been reviewed and accepted by Dr. Lucero with the following footnote that requires further investigation for final resolution:
 - Bathrooms
 - concern about fixture count in the Kindergarten area
 - Proximity of bathrooms to the gym/cafeteria area (Children would need an adult to bring them to the bathroom during gym or cafeteria time). An alternate for bathroom to be located in the area of the existing kitchen of the gym building will be pursued. This would

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require that the kitchen / pantry cafeteria staging area would need to be shifted to the opposite side to the storage closet (water does not appear to be readily available in this area)

- staff bathrooms
 - single bathroom on the first floor of classroom building for use by staff and students seeing the nurse.
- o Perkins Eastman requested approval of the Program and Building Plan Layouts as this will allow the Design Team a solid approach in moving forward in the development of the design.
 - o Lou Casolo made a motion to accept the Program and Plans. Mary Savage seconded the motion. There was a vote by the Building Committee, the Program and Plans were unanimously accepted.

E. Other

- o Air-Conditioning
Air conditioning, most likely in the form of window units will be planned for the Upper Floors of the Classroom Building.
- o Existing Railing
PE will need City's direction on existing railing at stairs in the Classroom Building.
A guard rail will be created at the gym stair.
- o Nurse's Office
Question – does the nurse's contract require a toilet?

F. Upcoming Dates

June 10, 2015

Building Committee Meeting Phase II

June 17, 2015

Building Committee Meeting Phase II

June 24, 2015

Building Committee Meeting Phase II

Phase II Schematic Design

Needed Information to be submitted from Stamford

July 1, 2015

A & E Team commences design of Phases III and IV

Information Needed for Phase III and IV

- Ed Spec Revisions and BOE approvals
- Grades: K-5 vs K-8
- Barn

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G. Next Meeting

- o Wednesday, June 17, 2015 at 10am

H. Meeting Handouts:

- From Perkins Eastman
 - o Meeting Agenda
 - o Meeting May 20, 2015 Building Committee Meeting Minutes
 - o Information Needed Log
 - o Upcoming and Occurred Events Log

Next Meeting: 6/17/2015

cc:

Attachments: None

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