

## **PROJECT BUILDING COMMITTEE**

### **MINUTES**

**Topic:** 200 Strawberry Hill Avenue

**Date:** Wednesday, November 5, 2014

**Time:** 11:00 a.m.

**Place:** Engineering Bureau Conference Room, 7<sup>th</sup> flr./Govt. Ctr.  
888 Washington Blvd., Stamford, CT

**Attendees:** Dr. Winifred Hamilton, Supt. of Stamford Public Schools  
Rich Lyons, Board of Education Facilities,  
Richard Freedman, Board of Finance  
Joseph Coppola, Jr., Board of Reps.  
Anne Downey, Stamford Resident  
Steve Falcone, Board of Education  
Geoff Alswanger, Board of Education  
Jackie Heftman, Board of Education  
Cindy Grafstein, Mayor's Office  
Lou Casolo, City Engineer  
Domenick Tramontozzi, Sr. Construction Mgr., Engineering

### **Agenda Items:**

1. Project overview (application to State, Mayor's timeline, funding availability) – Cindy Grafstein/Mike Handler
2. Mission and purpose of project building committee. What does a building committee do? – Lou Casolo
3. Role and responsibility of BOE—educational specifications and programmatic details – BOE
4. Review project schedule (review partial occupancy and phasing if reduced scope project(s) – Lou Casolo

5. Status of demolition of 2 residential building on site – Lou Casolo
6. Review possible early start of abatement work – Domenick Tramontozzi
7. Other
8. Set date of next meeting (every 2 weeks)

The meeting was called to order at 11:05 a.m.

This is the first meeting of the Project Building Committee. Gerry Bosak, Jr., Board of Finance, was absent.

Cindy Grafstein, Special Assistant to the Mayor, informed the committee that the application for State funding, which includes all appropriate documents from the Board of Education and City, has been submitted. The appropriation request is awaiting inclusion in the priority list, which will be finalized between now and the end of December—budget approval will be next spring.

The Mayor asked Lou about the likelihood of having a shortened timeline and phase-in to facilitate a September 2016 opening. Consequently, it was agreed that the creation of a Project Building Committee was necessary to make decisions about technical, educational, financial and scheduling phases of the project.

The committee membership includes representation from the Mayor's Office, Board of Education, Board of Representatives and Board of Finance.

Lou expanded that unlike the state mandated Building Committee that considers high level decisions such as bidding and approval of plans, this committee will conduct weekly meetings to discuss effective ways to stay within the local and state mandated guidelines. In this regard, his foremost responsibility, when acquisition of the property is approved, is to administer and execute the project in a timely fashion.

The role of the Board of Education and the school administration is vitally important. The importance of communicating specific details such as: Classroom design specifications; the number of classrooms; all programmatic specific information are paramount. Dr. Hamilton stated that plans were submitted to the Engineering Dept. on June 20<sup>th</sup>. Pre-K will be modified to five classrooms—documents have been reviewed and approved by the State. The revised document will be made available to the committee and posted on the website.

The RFP needs to be finalized and a project designer needs to be on board to start the design process—this will take approximately one year. The end product needs to attract the targeted student body while adhering to state guidelines and maintaining the historical value of the building.

The decision of demolition of the building versus renovation needs to be approved by the City and the Board of Representatives—the deciding factors being cost savings and timeline. Lou suggested to the Mayor that the two residential buildings be demolished, for safety reasons. At present they attract loitering and other illicit activities. Building Dept. proposal for bidding has been published.

Asbestos abatement, parking space, and traffic studies need to be resolved before moving forward with the plan.

Presently, the Board of Education administration needs to provide education specifications, Board approved architect needs to be on board; decision about City's role if magnet funding is not provided.

The next meeting is scheduled for December 19, at 11:00 a.m.

The board meeting was adjourned at 12:44 p.m.