

**MINUTES**  
**Town of Brookfield**  
**High School Renovation Review Committee Meeting**  
**March 26, 2012 – 5:00 P.M.**  
**Town Hall – Room 209**

1. **Call to Order:** Meeting was called to order at 5:01 P.M. by Chairman George Walker.

**Present:** Committee Members: Paul Checco (arrived at 5:10 P.M. and left at 6:49 P.M.), Rob Gianazza, Ron Jaffe and Kerry Swift; Dave Jepsen, JCJ Architects (5:10 P.M. – 5:40 P.M.); John Goetz, Former Superintendent, Brookfield Public Schools (5:30 P.M. – 6:00 P.M.); and Matt Grimes, Former BOE Member (5:50 P.M. – 6:25 P.M.).

2. **Review of Minutes:**

o **March 12, 2012 H.S. Renovation Review Committee Meeting:** A motion was made by Ron Jaffe to approve the minutes from the March 12, 2012 H.S. Renovation Review Committee. The motion was seconded by Rob Gianazza and passed unanimously 4-0.

3. **Public Comment:** None.

4. **Project review/discussions:**

Prior to meeting with the three people scheduled for tonight the Committee members discussed what types of questions should be asked.

*Mr. Checco and Mr. Jepsen arrived at this time.*

**5:20 P.M. – Dave Jepsen – JCJ Architects** - Co-Chairman Walker explained to Mr. Jepsen that the goal of the Committee was not to point fingers but to obtain as much information as possible to help with future capital projects.

Mr. Jepsen recalled a study being done prior to JCJ coming on board. In the study was a budget for the project. Co-Chairman Jaffe stated that the Town had rejected a \$17 million referendum. Mr. Jepsen recalled that one of the big needs was the Science labs. In the beginning of the project there were different options. When \$32 million had been approved by the Town, JCJ questioned what they would be able to do for that amount of money. As the project evolved the mechanicals were a constant pressure such as the boiler room. A lot of value engineering items were done. Mr. Jepsen said that it is important to be realistic about the costs and to put together a good program in the beginning.

Co-Chairman Walker asked whether it would have been advantageous if the Community had done advanced programming prior to JCJ coming on board. Mr. Jepsen stated that lots of times JCJ will do the programming because there is continuity in their thinking following through the program. He said that a lot of times they inherit a program that is incomplete.

Mr. Jepsen stated that generally the program is written by the BOE or they would hire a consultant or form a subcommittee. Sometimes JCJ is asked to write the program or to review or comment on it. He said that the same people responsible for designing the project should be the same ones doing the program.

Co-Chairman Walker asked about the type of contract JCJ had with the Town and whether the Town should take reevaluate it for the future. Mr. Jepsen said JCJ was contracted with the Town. He said one problem they have had with CMs is that they are used to estimating finished drawings. Most CMs have a hard time visualizing what is missing and don't account for it in the drawings. Towards the end of the project, they found Morganti's numbers were soft which meant more value engineering. Mr. Checco

questioned whether third party independent professional estimators along the way have a better realistic sense. Mr. Jepsen said that can be helpful but it's never perfect.

When Mr. Checco questioned, along the way, through the design development process, who the best person to determine what the final construction costs would be, Mr. Jepsen stated that it would be the Construction Manager.

Mr. Checco asked whether a CM advisor as an Owner's representative or a CM/GMP is a better model. Mr. Jepsen said that JCJ has done it both ways and that the CM advisor would be better.

When Co-Chairman Walker asked which project JCJ had done that was considered very successful, Mr. Jepsen said that it was the Plainville High School project. The project entailed almost no additions, only renovations and there was enough money for the project. Mr. Checco asked what went well on that project. Mr. Jepsen said JCJ had a working relationship with the Plainville school district for several years. They had worked on other projects and the district trusted JCJ with the numbers.

***Mr. Goetz arrived at this time.***

Co-Chairman Walker asked what the contractual arrangement was with the contractor for Plainville. Mr. Jepsen said he believed the arrangement was a CM as advisor.

Co-Chairman Walker asked whether there was merit in setting up a contract where there are shared savings. Mr. Jepsen said JCJ had very few contracts involving shared savings. There wasn't enough of an incentive to make a difference.

Co-Chairman Walker asked Mr. Jepsen if he had any other thoughts to offer. He said that in the beginning it's important to check out the architects and contractors.

When Co-Chairman Jaffe asked if there was anything that Brookfield did to drive JCJ nuts, Mr. Jepsen said he didn't think there were any major issues.

The Committee thanked Mr. Jepsen for speaking with them.

**5:40 P.M. – TBD – John Goetz, former Superintendent, Brookfield Schools** – Mr. Goetz said that when he started in July, 2003 there were some issues between the First Selectman and the MBC. He said that the contract should be solid and not open to interpretation. What he dealt with most was the day to day issues such as reassigning classrooms to develop swing space, refurbishing the Science wing and making adjustments in the athletic program.

Co-Chairman Walker asked whether the communication was good or whether there should have been different communication related to the phasing of the project. Mr. Goetz stated that most of the work on the project was done while school was in session. There wasn't much work done during the summer or on vacation breaks. Co-Chairman Walker asked about the form of communication. Mr. Goetz stated that he didn't think there was a problem with communication. He stated that weekly job meetings were held in the trailer. Vice Chairman Gianazza stated that there were monthly meetings and then when the project was in full swing the meetings went to twice a month. Mr. Goetz stated that he attended the weekly meetings but more as an observer.

***Mr. Grimes arrived at this time.***

Co-Chairman Jaffe asked if during the value engineering discussions whether Mr. Goetz was involved enough, were there decisions made that surprised him and whether that was an unpleasant part of the

process. Mr. Goetz stated that the value engineering was an unpleasant part of the process. When Co-Chairman Jaffe asked if it could have been improved, Mr. Goetz said yes but couldn't point to any specifics. More items were taken out of the project than the BOE expected.

Mr. Goetz didn't feel that the communication was poor but it could have been better. When Vice Chairman Gianazza asked Mr. Goetz if he had a strong feeling as to who was in charge when he attended the meetings, he responded no, not really. When Mr. Checco asked whether Mr. Goetz had a strong feeling that there was a key member representing the Town to oversee the project, he answered probably not.

Co-Chairman Jaffe asked whether the school administration was overburdened or typically burdened. Mr. Goetz stated that they were typically burdened. They had to adjust to the working conditions. He said a better start would have made for a better end.

The Committee thanked Mr. Goetz for speaking with them.

**6:00 P.M. – Matt Grimes** – Mr. Grimes stated that in February, 2002 when the \$1.5 million referendum failed, the BOE was eager to get the process going again. There seemed to be a delay from the Town administration during the spring and summer, 2002. A motion was passed by the BOE to start the process going again.

Co-Chairman Walker asked Mr. Grimes whether the BOE felt they did or did not have control of the process. Mr. Grimes replied that to the extent that the BOE was able to, he felt they did. He said they applied for a one year extension on the grant for the State reimbursement. The Facilities Committee had two public hearings to find out why the project went down as it did. He said in terms of planning a lot of time was lost.

Mr. Grimes said that prior to his election to the BOE, the BOE wanted JCJ to handle the project. The Town Administration had selected Kaestle Boos. He felt that if JCJ had been chosen, the referendum might have passed in 2002.

When Mr. Checco asked if whether this was an open process or whether it was an RFP process, Mr. Grimes stated that he wasn't part of the process. Mr. Checco said that there was an RFP process when JCJ was selected. Mr. Grimes stated that the BOE was not part of the selection committee when JCJ was chosen. Mr. Checco said that there was a long period between JCJ being chosen and the contract being signed.

The Town had prior experience with Morganti at Whisconier. However, Morganti had since been sold. The name was the same but the people were different.

Co-Chairman Walker told Mr. Grimes that a comment had been made earlier that there didn't seem to be anybody from the Town in charge of the project as the project progressed. Mr. Grimes said this was an accurate statement. He said that in the past Raymond Bolek had been the contact person for the construction companies. After the project started, besides Mr. Bolek, there were several different controllers.

Mr. Grimes stated that Jay Chittum had been very involved in the project. However, Mr. Chittum retired after the project was approved. Mr. Grimes felt that if Mr. Chittum was around for another year or so it would have been beneficial.

The Committee thanked Mr. Grimes for speaking with them.

**5. Continuing discussion on the project:** The Committee agreed that 20-25 minutes per person was sufficient.

Mr. Checco recommended that more money should be spent up front to evaluate the building condition such as the electrical and mechanical systems.

Vice Chairman Gianazza stated that there were a lot of changes on the BOE side and the Town side. Different political aspects affect how the planning is done.

Mr. Checco stated that plans submitted by JCJ to School Facilities Unit were rejected a couple of times. JCJ was doing work for Mohegan Sun at the time of the project. The design captain did not have anyone to produce documents. Had the project started when it was supposed to, it would not have overlapped with the casino project.

Co-Chairman Jaffe stated they he spoke with Joni Park, Judy Heise and Craig McClain. Mrs. Park indicated that there was a problem with reporting to the Selectmen. For the future, there should be regular reporting in writing by the MBC and financial reporting. Mr. Checco stated that there were tri-monthly reports from Morganti that were forwarded. Mrs. Park stated that concerns over Morganti were not allowed to be aired. She urged that the MBC and the controller be required to make regular reports monthly to the BOS on major projects.

When Co-Chairman Jaffe spoke with Mrs. Heise, she stated that Marty Foncello said there should be a CM and pre-selected Morganti. Ivan Park had expressed concern about Morganti's track record. Mrs. Heise said the MBC should have direct input in the selection of the contractor. Mr. Foncello was determined not to have the MBC involved. He had appointed a Building Inspector as a Municipal Building Committee of one. He wanted to take control away from the BOE in all areas. She recalled that there wasn't a standing MBC but it was established for individual projects.

When Co-Chairman Jaffe spoke with Mr. McClain, he said that Bryan Luizzi was much more involved in the High School project than he was. Mr. McClain had been involved in the Middle School project. He had reviewed the numbers with Raymond Bolek who was responsible for managing the State reimbursement. Mr. McClain was not involved in the decision making. He recommended considering that the BOE be responsible for applying for reimbursement.

***Mr. Checco left at this time.***

The Committee will try to schedule Sam Burd and Bill Mead for the April 9<sup>th</sup> meeting with the possibility of a third person. Co-Chairman Jaffe will contact Ric Amorossi.

**6. Adjourn Meeting:** A motion was made by Ron Jaffe to adjourn the meeting at 6:52 P.M. The motion was seconded by Rob Gianazza and passed unanimously, 4-0.

Respectfully submitted,

Kerry Swift  
Secretary