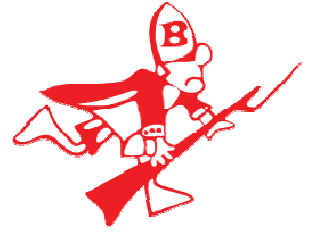


BERLIN HIGH SCHOOL ADVISORY COMMITTEE MEETING MINUTES



PROJECT: Berlin High School Renovation

MEETING DATE: November 8, 2012 **TIME:** 5:30 PM

Meeting # 2

LOCATION:

BOE Conference Rm.

ATTENDEES:	PRESENT	NAME	COMPANY	CONTACT NUMBER
	Y	Art Powers	Citizen (Member)	(860) 828-9268
	Y	Krista Hilbie	Citizen (Member)	(860) 829-0390
	Y	Maggie Morelli	Town Council (Member)	(860) 828-6658
	Y	David Evans	Town Council (Member)	(860) 416-2773
	Y	John Richards	BOE (Member)	(860) 277-1602
	Y	Jeff Cugno	BOE (Member)	
	Y	Art Simonian	Public Works Director	(860) 828-7014
	Y	Denise McNair	Town Manager	(860) 828-7002
	Y	David Stein	Silver Petrucelli + Assoc.	(203) 230-9007 x201
	Y	Carolina Cudemus	Gilbane	(860) 918-3784
	N	Tom Smith	Gilbane	(860) 249-1089
	Y	Chris Shugrue	FIP Construction	
COPIES TO:				
	Y	Jim Ouellette	Berlin Public Building Commission	

PURPOSE: To review progress to date and path forward for the project.

ITEM # DESCRIPTION

ACTION/DATE

General:

None

- 2.1 Review of Meeting Minutes #1.
John Richards indicated that the meeting minutes presented did not include the corrections requested.
Corrections requested are as follows: 1.2, last line, page 1; change to read, "One of his **principle** [repl. "principal," a person] concerns ..."
Item to be added:
1.9 "John Richards asked that a copy of the latest three page floor plan, associated with the 35% CD drawings, be provided to the committee in a 11x17 form."
- 2.2 Project Chronology (2006 to present)prepared was shared, by Art Powers distributed, discussed and presented by David Stein (SPA) (chronology was prepared by Superintendent David Erwin - document attached for reference)

B. Committee Questions:

- 1.3 a.(Q) Is there a baseline schedule. (A) There is and it will be provided.
b.(Q) Is there a cash flow. (A) There is a budget with more detail that can be shared. Any cash flow projections are done for bonding purposes.
c.(Q) What has been added or deleted from the November 2010 plans. (A) Summary VE list can be provided.
- 1.3 cont. 11.8.12
The Team provided information to all present as follows
- Gilbane will provide requested documents

BERLIN HIGH SCHOOL RENOVATION PROJECT
ADVISORY COMMITTEE MEETING MINUTES

<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>ACTION/DATE</u>
	<ol style="list-style-type: none">1. FIP shared Draft Project Schedule dated 9/21/12 (1 pg, 11x17")2. EDO46 progress payment cash flow will be distributed to Mr. Evans and the Committee via email (ref.1.3b)3. Gilbane distributed FIP Cost Management suggestions incorporated in present Design Development documents dated 8/1/2012 – this documents shows the additions, revisions and deletions to the November 2010 plans. (4 pg, response to 1.3c)4. FIP distributed a draft of the current Phasing Plans (12 pg, color; response to 1.3a)	
1.5	Art Powers asked if someone can provide a list of what the common acronyms stand for so everyone can understand who and what is being talked about when someone throws around three letter acronyms. 11.8.12 LIST provided	

C. New Business:

Mr. Cugno questioned the Town's Policy and the PBC policy as to what happens if the project were to be bid over budget. Ms. McNair indicated that the referendum approval number is the ceiling of the Town approval at this time, and bonding matches the referendum amount.

Mr. Cugno questioned the charge of the Advisory Committee, and whether the Advisory Committee can make formal recommendations to the PBC. After discussions, review of the Mission statement handed out by Mayor Salina at first meeting allows for the Advisory Committee to make recommendations to the PBC. It was stated that the Advisory Committee understands the PBC's responsibility under the Town charter. Mr. Ouellette joined the conversation and offered that all PBC meetings are open to the public and Advisory Committee members are welcome to attend and to speak in the audience of citizens.

The Committee Members also discussed the means and methods to disseminate the information to the Community as a body. Art Simonian indicated that this can be done through the Town Website in the same place where the Berlin High School monthly reports are posted. John Richards suggested that an Email address be created for feedback and questions to be submitted to the advisory committee from the community.

The Committee Members also discussed as to how press information will be transmitted, specifically questions raised in a recent political ad that misrepresents the Berlin High School decision makers and process. The Committee agreed to recommend that Mayor Salina respond on behalf of all to this type of situation. John Richards noted that the monthly Gilbane report is shared with the media's publication may be expanded to include information from the advisory committee to the community.

D. Meeting Schedule:

The next Advisory Committee Meeting is scheduled for Thursday, December 13, 2012 at 5:30 PM in the BOE Meeting Room.

If these minutes do not accurately reflect discussions at this meeting, please contact the writer immediately.

Prepared by:

Carolina Cudemus

Date: November 12, 2012

cc: Attendees,