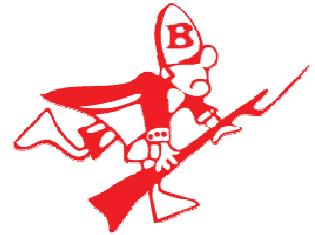


BERLIN HIGH SCHOOL ADVISORY COMMITTEE MEETING MINUTES



PROJECT: Berlin High School Renovation

Meeting # 4

MEETING DATE: February 28, 2013 TIME: 5:30 PM

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 |
| | N | David Evans | Town Council (Member) | (860) 416-2773 |
| | N | John Richards | BOE (Member) | (860) 277-1602 |
| | N | Jeff Cugno | BOE (Member) | |
| | N | Art Simonian | Public Works Director | (860) 828-7014 |
| | Y | Denise McNair | Town Manager | (860) 828-7002 |
| | N | David Stein | Silver Petrucelli + Assoc. | (203) 230-9007 x201 |
| | N | Carolina Cudemus | Gilbane | (860) 918-3784 |
| | Y | Tom Smith | Gilbane | (860) 249-1089 |
| | N | Chris Shugrue | FIP Construction | (203) 271-0356 |
| | Y | Dean Petrucelli | Silver Petrucelli + Assoc. | (203) 230-9007 |
| | Y | Brian Saluk | Public Works | (860) 828-7011 |
| COPIES TO: | | | | |
| | | Jim Ouellette | Berlin PBC | |

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

ITEM # DESCRIPTION ACTION/DATE

General:

4.1 Copies of minutes from meeting no. 3 were distributed. None

B. Committee Questions:

3.2 The committee asked about the status of the State approval of the Phase 2 documents. Silver Petrucelli is working on the comments from the January 8th-10th meeting and are planning to return for a follow up meeting in the next two weeks.
2/28/2013 – Chris Laux is forwarding comments as he does his review and Silver Petrucelli is incorporating responses into the documents based on is comments.

3.3 Jeff Cugno asked if an IDC review was going to be done on the documents. Tom Smith responded that the town was soliciting proposals for the service.
2/28/2013 – Gilbane is performing the IDC review and is forwarding their comments on a weekly basis. Silver Petrucelli will incorporate their responses into the documents.

BERLIN HIGH SCHOOL RENOVATION PROJECT
ADVISORY COMMITTEE MEETING MINUTES

ITEM # DESCRIPTION

ACTION/DATE

C. New Business:


- 3.6 Gilbane has offered a web based project management program for tracking all the documents and correspondence on the project. The PBC is still reviewing the options and has not decided if they will use the program or not.
2/28/2013 – The PBC has accepted the use of the iBuild system to manage documents on the project.
- 3.7 The group spoke about the cost projections that were offered at the January 3rd meeting and the concerns about whether the costs could be brought back within budget. It is obvious that there is a budget problem that needs to be addressed and the main question at this point is how big the problem is. That will be determined when bids are received.
2/28/2013 – Gilbane handed out the latest detailed Total Project Cost Estimate and the balance of the meeting was spent going over the key areas where the costs have increased. The three largest cost increases were in the construction trade costs, the FF&E and technology, and restoration of the contingency.

D. Meeting Schedule:

The next Advisory Committee Meeting is scheduled for Thursday, March 27, 2013 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:



Date: March 27, 2013

cc: Attendees,