

Minutes of the Town of Farmington
Regular Town Council Meeting
March 26, 2019

Present:

Nancy W. Nickerson, Chair
Patricia Boye-Williams
Bruce Charette
Paul Cianci
Edward Giannaros
Beth Kintner
C.J. Thomas

Kathy Eagen, Town Manager
Paula B. Ray, Clerk

A. Call to Order

The Chair called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance

The Council and members of the public recited the Pledge of Allegiance.

C. Public Comment

Matt Hutvagner of 4 Deepwood Road told the Council he was encouraged they were starting a new project for the High School. He thought giving the residents the cost of doing nothing to the building would be enlightening considering the energy costs for the present building. He felt there was economic value to the Town from a new high school, such as increased property values. He had been to see the "Little Mermaid" at Farmington High School and was impressed with the production, but felt the auditorium was lack luster in comparison. He said he was a taxpayer ready to pay for a solution for Farmington High School and hoped others were as well.

Alan Coykendall of 15 Whispering Rod Road recognized the amount of work that had gone into the proposed charge for the building committee. He commented on how much work was done by volunteers in Farmington and how fortunate the Town was to have them. He was concerned the range of options called for was quite extensive and might discourage applicants for the RFP. He was looking forward to the presentation.

Tim Kelly of 62 Westview Terrace pointed out that there had been five Farmington High School building study committees. He wanted the new committee to be required to report back to the Council on a quarterly basis and it to be transparent how much the study committee was costing the Town including the cost of staff time.

D. Consideration of Special Topics

1. To perform actions pertaining to the Farmington High School building project in accordance with Chapter 53 "Public Buildings," of the Farmington Town Code

Motion was made and seconded (Charette/Giannaros) to perform the following actions pertaining to the Farmington High School Building Project in accordance with Chapter 53 "Public Buildings," of the Farmington Town Code:

- 1) Appoint a Farmington High School Building Committee consisting of the following voting members:

Meghan Guerrera,	Chair
Ellen Siuta,	Board of Education Member
Chris Fagan,	Board of Education Member
Michael Smith,	Resident
Garth Meehan,	Resident
Johnny Carrier,	Resident
Sharon Mazzochi,	Resident

And the following non-voting members:

Beth Kintner,	Town Council Liaison
Paul Cianci,	Town Council Liaison
Kathleen Blonski,	Town Manager
Kathleen Greider,	Superintendent
Scott Hurwitz,	Farmington High School Principal
To Be Determined,	Farmington High School Support Staff
Vince LaFontan,	Farmington Public Schools Business Administrator
Tim Harris,	Farmington Public Schools Director of Facilities
Other Town and Board of Education Staff as needed	
Kathryn Krajewski,	Clerk of the Committee

- 2) Charge the Farmington High School (FHS) Building Committee, in addition to the general responsibilities included in Chapter 53 of the Farmington Code, to complete the following tasks, listed below as Part I and Part II.

Part I:

- a) That the committee shall review the approved statement of needs, FHS survey, previous building committee information, Town of Farmington financial impact and forecasting documents, and other reference documents as needed, in preparation for the proposal of a comprehensive building project (renovate, renovate with additions, renovate as new or new construction) for Town Council review and approval.

- b) That after the review is complete, the committee shall engage multiple firms to generate competition to get initial design concepts for conceptual solutions that address the Statement of Needs for:
 - 1. Maintaining the current FHS facility;
 - 2. Renovation in the existing footprint of FHS (including renovate, renovate with additions, renovate as new, etc.); and
 - 3. Completing a new building option on the existing FHS site and other locations.
- c) That pricing for options b (1) through b (3) above shall be prepared by an Owner's Representative/Value Engineering Professional who shall be selected by the Committee. The Owner's Representative/ Value Engineering Professional shall be retained by the committee and shall be independent of any of the firms who have submitted a proposal for the FHS facility.
- d) That after the architects have completed their plans and after the Owner's Representative/Value Engineering Professional has completed their analysis of the proposed plans, the Committee shall report the options to the Town Council, who shall have exclusive authority on the overall project scope and cost of the project.

Part II:

- e) That once the Town Council has reviewed the options presented by the Committee and the preliminary pricing, it shall re-charge the committee with:
 - (1) An overall project scope; and
 - (2) A range of the net municipal cost of the project with guidance from the Owner's Representative's/Value Engineering Professional's preliminary pricing options.

The committee shall then complete Phase 1, Preliminary Plan Development, per Section 53-4(B) of the Town Ordinances.

Once Phase 1, Preliminary Plan Development, is complete and the Project is approved at the Town Meeting and referendum, the Committee shall proceed with Phase 2, Final Design Development, as described in Section 53-4(C) of the Town Ordinances.

The Manager reviewed the process the Building Committee would take once appointed using the flow chart and process check sheet recorded with these minutes as Agenda Items D-1 and D-2.

After discussion, the following changes were made to the proposed charge:

- Part I, add paragraph e) The Committee shall begin to consider and due diligence for other sites for the high school.
- Part II remove e) from opening paragraph
- Reverse the second and third blue boxes on the flow chart

- Part I, paragraph b), 3., change “and” to “or”.

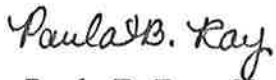
Adopted unanimously

E. Adjournment

Motion was made and seconded (Charette/Giannaros) to adjourn the meeting at 8:00 p.m.

Adopted unanimously

Respectfully submitted,



Paula B. Ray, Clerk

Appoint & Charge FHS Building Committee

Part I

Committee shall review the approved statement of needs, FHS survey, previous building committee information, Town of Farmington financial impact and forecasting documents, and other reference documents as needed, in preparation for the proposal of a comprehensive building project.

Committee should create an RFP for multiple architect firms to create initial design concepts for conceptual solutions for the following:
1. Maintaining the current FHS facility;
2. Renovation in the existing footprint of FHS (including renovate, renovate with additions, renovate as new, etc.); and
3. Completing a new building option on the existing FHS site and other locations.

Committee should create an RFP for Owners Representative/ Value Engineering Professional to prepare pricing for option.

Committee short lists and selects two architect firms.

Committee selects Owners Representative/ Value Engineering Professional.

RFP PROCESS-ARCHITECT

Architects to provide a price to give the committee initial design concepts for conceptual solutions that address the statement of needs and provide enough information for an Owner's Representative/Value Engineering Professional to price.

RFP PROCESS-OWNER'S REPRESENTATIVE/VALUE ENGINEERING PROFESSIONAL

Owner's Representative/Value Engineering Professional to provide a price to prepare pricing for each of the architect's initial design concepts for conceptual solutions of FHS.

Attachment A

Architects present options & Owners Representative/Value Engineering Professional presents pricing for each option to Committee.

Committee presents options to Town Council, who have the exclusive authority on the overall project scope and cost of the project.

Part II

Town council re-charges Building Committee with an overall project scope & range of the net municipal cost.

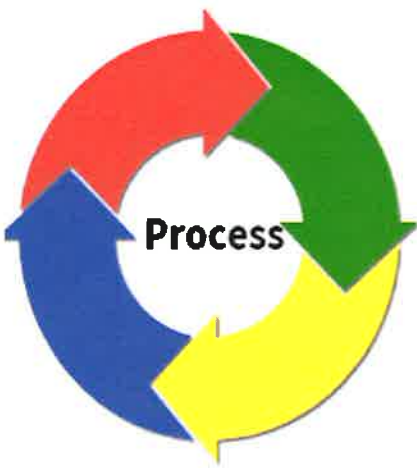
Committee Completes Phase 1, Preliminary Plan Development, per §53-4(B) of Town Code.

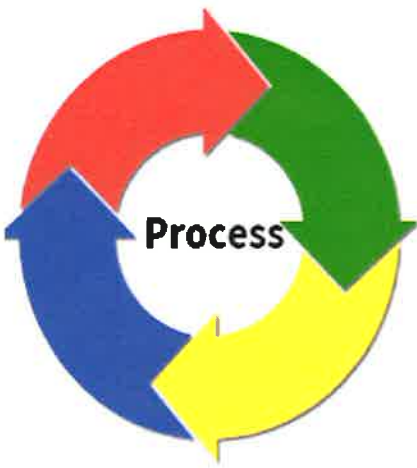
Town Meeting/Referendum

If approved, Committee completes Phase 2, Final Design Development, per §53-4(C) of Town Code.


FHS Facility & Financial Ad Hoc Committee Recommendations Checklist
 March 26, 2019

Agenda Item D-2




	To generate competition, explore engaging multiple firms in the design process and project cost to address the statement of needs (Option A and Option B)	<p style="text-align: center;">✓</p> Included in charge- 3/26/19
	Include a new building option and determine the cost on the existing FHS site and other locations	<p style="text-align: center;">✓</p> Included in charge- 3/26/19
	Show and clearly communicate the project's required vs. desired upgrades to the public	FHSBC To Complete
	Clearly define "required" and "desired"	FHSBC To Complete
	Refer to the matrix document created by the FHS Facility and Financial Committee as a sample to prioritize the Statement of Needs	FHSBC To Complete
	Highlight and communicate the benefits of the proposed project to the public	FHSBC To Complete
	Require the architect to include a cost for the "do nothing option" (physically maintaining FHS in its current form for a 30-year period) as well as the option for renovation in the existing footprint of FHS to determine a baseline price for the required upgrades	<p style="text-align: center;">✓</p> Included in charge- 3/26/19
	The next building committee should show the public how they arrived at the proposed project	FHSBC To Complete
	Use the survey results and the previous building committee data as references throughout the process	FHSBC To Complete
	Engage the community thought the process through surveying and other methods to receive feedback	FHSBC To Complete
Engage the State legislative delegation to maximize State reimbursement	FHSBC To Complete	

FHS Facility & Financial Ad Hoc Committee Recommendations Checklist
 March 26, 2019

 <p>Communication</p>	Increase the number of Town Newsletters	<p style="text-align: center;">✓</p> <p>Included in FY 2019/2020 budget</p>
	Review the capabilities of the architect to support marketing efforts throughout the project	FHSBC To Complete
	Communicate to the public that the Town's dedicated web page on the project can be distributed and reproduced	FHSBC To Complete
	Run bus trips from Senior Center/Senior Housing/New Horizons to FHS for tours	FHSBC To Complete
	Coffee with the committee (i.e. Coffee with a cop program)	FHSBC To Complete
	Chair Report with bullet points after each meeting to distribute to public via e-newsletter/post on website	FHSBC To Complete
	Research project engagement platform to sync to website	FHSBC To Complete
	Engage civic groups/diverse demographics in the public participation to reach a broader audience (ex: Exchange Club, Rotary Club, Booster Clubs, Youth Sports, Tunxis Seniors, Chamber of Commerce, Religious Organizations, etc.)	FHSBC To Complete
	Hold as many meetings a possible in the FHS facility	FHSBC To Complete
	Use clear and concise communication	FHSBC To Complete
	Present data and information to strengthen the committee's message	FHSBC To Complete
	Communicate overall timeline of project to the public	FHSBC To Complete

FHS Facility & Financial Ad Hoc Committee Recommendations Checklist
 March 26, 2019

	Before establishing a new building committee, a project's financial impact should be evaluated by the Town Council by reviewing the long-term forecasting that was presented to the Committee	Council should have debt forecast presentation before Part II of the Charge
	The Town Council should set the range of the net municipal cost of the project for the committee	✓ Included in charge- 3/26/19
	In the charge of the committee, The Town Council should require periodic reports from the building committee throughout the process (including financial projections)	✓ Council will re-charge the committee (Phase II) and receive reports from 2 Town Council liaisons
	The cost of the project should be communicated early and often	FHSBC To Complete
	The financial information needs to be presented and communicated in a clear and consistent manner	FHSBC To Complete
	When issuing debt for the project, consideration should be given to various financing options such as principal skips.	Finance Director to complete