

Minutes are considered "DRAFT" until approved at next meeting.

Minutes
Farmington High School Building Committee
Wednesday, April 24, 2019
Farmington High School Library
5:00 PM

Present:

Meg Guerrera, Chair	Kathy Blonski, Town Manager
Johnny Carrier	Kathy Greider, Superintendent
Sharon Mazzochi	Scott Hurwicz, FHS Principal
Ellen Siuta	Vince La Fontan, School Business Administrator
Chris Fagan	Tim Harris, Director of School Facilities
Garth Meehan	Paul Cianci, Town Council Liaison
Michael Smith	Beth Kintner, Town Council Liaison
	Kathryn Krajewski, Clerk of the Committee

Absent (Excused):

None

A. Call to Order.

The chair called the meeting to order at 5:00 P.M. and the committee members stood for the Pledge of Allegiance.

B. Public Comment.

Jay Tulin, 39 Timberline Drive, address the committee on behalf of the Human Relations Commission, as they have discussed how they can be involved in the process. One suggestion is working with the "friends program," which is a peer leader group to brainstorm ideas and provide valuable input to the process.

Inez St. James, 11 Brightwood Road, is the Friends of Music President and expressed the concerns with the auditorium including acoustic and ADA compliance issues. She stressed the importance of the auditorium for the size and importance of the music program at Farmington High School.

Matt Hutvagner, 4 Deepwood Road, said that it was great to see the project begin again. He stressed the importance for a comprehensive solution that addresses the Statement of Needs. He says Farmington needs a facility that students, residents and taxpayers expect and can take pride in.

Marcus Fairbrother, 12 Candlewood Lane, thanked the committee and wished them luck. He said he looks forward to a comprehensive solution for Farmington High School.

Nancy Nickerson, 45 Farm Ridge Drive, thanked the committee members for

Minutes are considered "DRAFT" until approved at next meeting.

volunteering their time to be on the committee. She informed the committee that is a long process, but the result is so important to the community.

Pam Fisher, 5 Jules Court, Unionville, appreciates all the committee members and the work of the previous building committee in 2016 and 2017. While she is no longer with the friends of music and does not have children in the school system, she is still a taxpayer. She reviewed some of the facility issues including lunch times and ADA accessibility issues in the library and the auditorium. She stressed that the public needs to be made aware of all these issues. She emphasized that it is disgraceful that this facility is not in compliance.

C. Chair Remarks and Introductions.

Meghan Guerrera, Chair, welcomed the members of the committee and thanked them for offering their time and talents to serve on the FHS Building Committee. She told the committee that they will be focusing on a thoughtful timeline, collaborative and cohesive work efforts, and working towards the collective mission of a comprehensive building project proposal for Town Council's review and approval. She also told the committee that by responsibilities and expectations will be clearly defined so we can work together to reach our mission.

D. New Business.

1) To review and adopt the attached Rules of Procedure.

Upon a motion made and seconded (Guerrera/Mazzochi) it was unanimously VOTED: to adopt the attached Rules of Procedure.

2) To review a brief history of the Farmington High School Building Project.

Motion was made and seconded (Guerrera/Mazzochi) to review a brief history of the Farmington High School Building project.

Kathy Blonski, Town Manager, and Kathy Greider, Superintendent of Schools reviewed a brief history of the Farmington High School Building Project from 2013- present day. A copy of the flowchart is recorded with these minutes as Attachment A and will also be posted on the Building Committee's website. After review of the flowchart, a question was asked of the worst-case scenario for accreditation of Farmington High School. The response was that if the facility further impacts programming, accreditation is an issue.

3) To review the Farmington High School Building Committee Charge and process.

Minutes are considered "DRAFT" until approved at next meeting.

Motion was made and seconded (Guerrera/Carrier) to review the Farmington High School building committee charge and process.

Kathy Blonski reviewed the flowchart that was created to illustrate the charge of the FHS Building Committee. A copy of the flowchart is recorded with these minutes as Attachment B.

4) To discuss and take action on the roles, responsibilities, and expectations of all FHS Building Committee members.

Motion was made and seconded (Guerrera/Meehan) to discuss the roles, responsibilities, and expectations of all FHS Building Committee Members.

The committee reviewed the "FHS Building Committee Expectations and Responsibilities" document that includes participation expectations, engagement expectations, and outlines roles, and Phase 1 responsibilities for all members. A copy of the document has been recorded with these minutes as Attachment C. The committee had general discussion regarding the document and decided to implement the following changes:

- Add "act as a champion for the project" to Committee Chair and Board of Education members
- Add new State Representative

Upon a motion made and seconded (Guerrera/Carrier) it was unanimously VOTED: to approve the document as amended.

5) To review the Farmington High School Facility and Financial Ad Hoc Committee Checklist.

Motion was made and seconded (Guerrera/Carrier) to review the Farmington High School Facility and Financial Ad Hoc Committee Checklist.

Kathy Blonski reviewed each section of the FHS Facility and Financial Ad Hoc Committee recommendations checklist. Meghan Guerrera added that the checklist will be a tool for task level tracking for the subcommittee and the full committee. After general discussion from the committee, it was decided that a column will be added to track each item to ensure each recommendation receives full consideration.

6) To discuss the overall communication vision for the FHS Building Project.

Motion was made and seconded (Guerrera/Meehan) to discuss the overall communication vision for the FHS Building Project.

Minutes are considered "DRAFT" until approved at next meeting.

The committee had general discussion regarding the communication vision for the FHS Building Committee. The communication for the committee needs to be clearly defined, concise, and work needs to be done immediate, which is why a communication subcommittee was established. Meghan Guerrero described that a document will be created to outline content, audience, delivery method, and delivery timing, so that every member of the building committee is on the same page and can deliver the committee's message/have an "elevator speech" prepared.

It was also requested that the committee receive a presentation on elections enforcement, so the rules and regulations are understood early in the process. The potential of having these meetings recorded, either through Nutmeg TV or other means, was also discussed.

7) To establish the following subcommittees:

- 1. Communications**
- 2. Financial**
- 3. Site Evaluation**
- 4. Professional Partnership**

Motion was made and seconded (Guerrera/Meehan) to establish subcommittees for Communications, Financial, Site Evaluation and Professional Partnership.

The committee had general discussion regarding these subcommittees, and it was noted that the responsibilities of each subcommittee is included in the "FHS Building Committee Expectations and Responsibilities" document. Members of the FHS Building Committee volunteered for at least one subcommittee.

The communications subcommittee consists of the following members:

- Meghan Guerrero
- Sharon Mazzochi
- Ellen Siuta
- Town and Board of Education Staff

The financial subcommittee consist of the following members:

- Meghan Guerrero
- Sharon Mazzochi
- Michael Smith
- Town and Board of Education Staff

The site evaluation subcommittee consists of the following members:

- Meghan Guerrero
- Johnny Carrier
- Chris Fagan

Minutes are considered "DRAFT" until approved at next meeting.

- Garth Meehan
- Town and Board of Education Staff

The professional partnership subcommittee consists of the following members:

- Meghan Guerrero
- Johnny Carrier
- Michael Smith
- Garth Meehan
- Town and Board of Education Staff

Upon a motion made and seconded (Guerrera/Mazzochi) it was unanimously voted to establish the subcommittees.

8) To review and approve the attached draft RFP for Owner's Representative.

Motion was made and seconded (Guerrera/Smith) to review and approve the draft RFP for Owner's Representative Services.

Kathy Blonski reviewed the RFP document and explained that much of the content was based off the Owner's Representative RFP from the previous building committee. It was made clear that this is not a typical RFP for Owner's Representative Services, as it is to assist the committee in pricing the options provided by the architect(s). The committee had general discussion regarding the draft RFP. It was suggested to change the date question responses are due to 5/8/2019, to give more time to formulate answers and respond. The committee also discussed the request for fee schedules for subsequent phases in the project (pre-referendum services and the construction phase of a project). Regarding the fee schedule for the construction phase, it was decided to let the professional partnership subcommittee create parameters and guidelines for that specific question, so that those bidding on the project will have comparable fees.

Upon a motion made and seconded (Guerrera/Carrier) it was unanimously VOTED: to approve the Owner's Representative RFP as amended and to include the amended guidelines specific to 11-B of Section IV: Proposal/Qualification Submission Requirements into the RFP upon approval by the professional partnership subcommittee.

9) To establish the upcoming meeting schedule.

Motion was made and seconded (Guerrera/Siuta) to review the upcoming meeting schedule.

The proposed meeting schedule, as listed in the agenda packet, was reviewed by the committee. The committee intends to meet every

Minutes are considered "DRAFT" until approved at next meeting.

other Wednesday at 5:00 PM for business meetings. Meetings that require public participation will be held at 7:00 PM. The upcoming meeting schedule is as follows:

May 8, 2019 at 5:00 PM

May 22, 2019 at 5:00 PM

June 5, 2019 at 5:00 PM

June 19, 2019 at 5:00 PM

July 10, 2019 at 5:00 PM

July 24, 2019 at 5:00 PM

Upon a motion made and seconded (Guerrera/Mazzochi) it was unanimously VOTED: to approve the upcoming meeting schedule.

E. Adjournment.

Upon a motion made and seconded (Guerrera/Mazzochi) the meeting adjourned at 6:50 PM.

Respectfully Submitted,

Kathryn Krajewski
Clerk of the Committee

A BRIEF HISTORY OF THE FHS BUILDING PROJECT



2013

- **May**- Acentech Acoustic Study Completed, per BOE request
- **November**- Auditorium Study Completed, per BOE request

2014

- **April**- Compliance Review conducted by the Office of Civil Rights (this review is completed every 10 years)

2015

- **January**- TECTON FHS Facility Review, per BOE request
- **April**- BOE approval of Statement of Needs
- **May**- University of Hartford Acoustic Study, per BOE request

2016

- **January**- FHSBC appointed & TC approval of Statement of Needs
- **February**- NEASC Review & Report published (this review is completed every 10 years)
- **July**- FHSBC selected architect, Kaestle Boos Associates
- **September**- Community Visioning Day
- **October**- FHSBC selected Owner's Representative, Colliers International and Construction Manager, O&G Industries Inc.
- **November**- Draft concept designs reviewed by Committee/ FHSBC website and Facebook page launched
- **December**- Community Meeting held 12/8. architect finalized 3 conceptual drawings

2017

- **January**- 3 Conceptual options presented with pricing to FHSBC, committee voted to re-evaluate options A and D and remove C
- **February**- Conceptual options for A1 and D1 reviewed and voted to receive pricing
- **March**- FHSBC voted to begin schematic design drawings for option D1, Community Meeting held 3/30
- **April**- Schematic design package complete & cost estimating started
- **May**- FHSBC approved schematic design package and cost estimate, BOE and TC approved project
- **June**- Town Meeting and Referendum, Referendum failed

2018

- **May**- TC appoints two Ad Hoc Committees
- **October**- FHS Survey administered
- **November**- Survey Results Presented to Committee, Joint Meeting held with both Ad Hoc Committees

2019

- **January**- Joint TC and BOE meeting to approve the findings and recommendations from the Ad Hoc Committees, BOE approves new Statement of Needs
- **February**- Town Council Approves the new Statement of Needs
- **March**- Town Council appoints new FHSBC to complete Part I of the charge

Acronyms:

BOE- Board of Education

FHS - Farmington High School

FHSBC- FHS Building Committee

NEASC: New England Association of Schools and Colleges

TC- Town Council

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 Owners Representative/ Value Engineering Professional to prepare pricing for option.

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 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.

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

Committee presents options to Town Council (with pros and cons for each option), 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 Building Committee Expectations and Responsibilities

Participation Expectations:

- ***Ensure effective planning***
 - A committee member must actively participate in the overall planning process and assist in implementing and monitoring the plan's goal.
- ***Ensure legal and ethical integrity***
 - A Committee member is ultimately responsible for adherence to legal standards and ethical norms.
- ***Enhance the committee's public standing***
 - A committee member should clearly articulate the committee's mission, accomplishments, and goals to the public and garner support from the community through advocacy.
- ***Duty of Care***
 - A committee member owes the duty to exercise reasonable care when he or she makes decisions as a steward of the committee.
- ***Duty of Loyalty***
 - A committee member can never use information obtained as a member for personal gain but must act in the best interests of the committee.
- ***Duty of Obedience***
 - A committee member must remain faithful to the committee's mission. They are not permitted to act in a way that is inconsistent with the central goals of the committee.

Engagement Expectations:

- Listen, analyze and think clearly and creatively
- Work well with people individually and in a group
- Share the time; do not monopolize the discussion and allow others the time they need to share their perspective
- Prepare for and attend committee meetings
- Ask questions, take responsibility and follow through on given assignments
- Look for opportunities to develop skills you might not possess
- Possess sensitivity and tolerance to differing views
- Act with integrity and a sense of values

Roles	Member	Phase 1 Responsibilities (Through Referendum)
Town Council	All elected members	<ul style="list-style-type: none"> • Communicate the charge to the building committee based on the approved Statement of Needs • Review the building committee conceptual design options and determine the overall project scope and the net municipal cost • Select a site for the construction • Review and approve schematic drawings and costs • Approve the schematic option for referendum • Act as champions for the project • Align communications with the Building Committee strategic messaging and plan
Board of Education	All elected members	<ul style="list-style-type: none"> • Provide the Statement of Need to Town Council • Approve the site location for the project • Approve the Educational Specifications • Approve the schematic option prior to referendum • Align communications with the Building Committee strategic messaging • Act as champions for the project
Town Manager	Kathy Blonski	<ul style="list-style-type: none"> • Provide guidance to the Building Committee regarding building project procedures • Manage financials for the Building Committee • Align Town staff support as necessary • Execute contracts and payments for professional services related to the FHS Building Project • Align communications with the Building Committee strategic messaging • Act as a champion for the project
Superintendent	Kathy Greider	<ul style="list-style-type: none"> • Provide guidance to the Building Committee regarding educational building project procedures • Provide guidance to the Building Committee regarding alignment with the approved Statement of Needs and any additional studies • In collaboration with the Assistant Superintendent, FHS Principal and the Architect, create and present the Educational Specifications • Align communications with the Building Committee strategic messaging • Act as a champion for the project
Voting Resident	Johnny Carrier Sharon Mazzochi Garth Meehan Michael Smith	<ul style="list-style-type: none"> • Review all relevant documentation related to the Building Committee • Select Owner's Rep and Architects • Present conceptual design options to Town Council • Present schematic option to Town Council for referendum approval • Attend scheduled Building Committee Meetings • Participate in at least one sub-committee • Align communications with the Building Committee strategic messaging • Act as a champion for the project

Role	Member	Phase 1 Responsibilities (Through Referendum)
Committee Chair	Meghan Guerrera	<ul style="list-style-type: none"> • Presides at meetings • Makes official communications on behalf of the committee • Works with Building Committee Members to drive progress toward charge completion • Act as a champion for the project • All Voting Resident responsibilities
Board of Ed Member	Chris Fagan Ellen Siuta	<ul style="list-style-type: none"> • Communicate committee status back to the Board of Ed • Communicate any questions/concerns expressed by the Board of Ed to the committee • Act as champions for the project • All Voting Resident Responsibilities
Town Council Liaison	Paul Cianci Beth Kintner	<ul style="list-style-type: none"> • Communicate committee status back to Town Council • Communicate any questions/concerns expressed by the Town Council to the committee. • Align communications with the Building Committee strategic messaging • Act as a champion for the project
FHS Principal	Scott Hurwitz	<ul style="list-style-type: none"> • Provide committee support as necessary • Align communications with the Building Committee strategic messaging • In collaboration with the Superintendent, Assistant Superintendent and the Architect, create and present the Educational Specifications for the purpose of state-level reimbursement • Act as a champion for the project
FPS Business Administrator	Vince LaFontan	<ul style="list-style-type: none"> • Provide committee support as necessary • Work in collaboration with the Architect, Owner’s Representative, etc. to meet, communicate and collaborate with DAS for the purpose of state-level reimbursement • Act as a champion for the project
FPS Dir of Facilities	Tim Harris	<ul style="list-style-type: none"> • Provide committee support as necessary • Work in collaboration with the Architect, Owner’s Representative, etc. to meet, communicate and collaborate with DAS for the purpose of state-level reimbursement • Act as a champion for the project
Clerk of Committee	Kathryn Krajewski	<ul style="list-style-type: none"> • Filing of approved minutes with the Town Clerk • Committee document management
Town Planning & Zoning	Appropriate members	<ul style="list-style-type: none"> • Review and approve the completed schematic drawings
State Legislative Reps	Gennaro Bizzarro Mike Demicco Derek Slap Tammy Exum	<ul style="list-style-type: none"> • Provide support regarding state funding options • Align communications with the Building Committee strategic messaging • Act as a champion for the project

**Responsibilities of hired professional services will be included in the negotiated contact details*

**Phase 2 responsibilities will be added prior to the start of the phase*

FHS Building Committee Sub-Committees

Sub-Committees	Member	Responsibilities
Communications Committee		<ul style="list-style-type: none"> • Define a strategic communications plan • Define strategic messaging • Identify and implement communication methods • Coordinate communications with Town Council and Board of Ed • Manage community outreach efforts • Provide committee updates as required
Partner Selection Committee		<ul style="list-style-type: none"> • Create RFP Documents • Create Rating Forms • Schedule interviews • Manage partner relationships • Create contract specs as required • Provide Committee updates as required
Site Committee		<ul style="list-style-type: none"> • Research possible alternate site options • Identify and document site constraints and benefits • Provide committee updates as required
Financial Committee		<ul style="list-style-type: none"> • Communicate debt schedule • Manage state funding process • Work with state reps regarding state reimbursement • Review BOE Capital Improvement Plan • Provide committee updates as required