

Minutes are considered "DRAFT" until approved at next meeting

Minutes
Farmington High School Building Committee Meeting
Wednesday, September 18, 2019
Farmington High School Library
7:00 PM

Attendees:

Meg Guerrera, Chair
Garth Meehan
Michael Smith
Johnny Carrier
Chris Fagan
Sharon Mazzochi
Ellen Siuta
Kathy Greider, Superintendent
Alicia Bowman, Asst. Superintendent of Finance and Operations
Tim Harris, Director of School Facilities
Scott Hurwitz, FHS Principal
Beth Kintner, Town Council Liaison
Devon Aldave, FHS Building Committee Intern
Mark Garilli, Construction Solutions Group

Absent (Excused):

Kathy Blonski, Town Manager
Kat Krajewski, Assistant Town Manager
Paul Cianci, Town Council Liaison

A. Call to Order.

The meeting was called to order at 7:01 P.M.

B. Pledge of Allegiance.

The committee members and audience recited the Pledge of Allegiance.

C. Public Comment.

None.

D. Minutes.

1) To approve the attached September 3, 2019 minutes.

Upon a motion made and seconded (Meehan/Mazzochi) it was unanimously VOTED: to approve the September 3, 2019 minutes.

2) To approve the attached September 4, 2019 minutes.

Upon a motion made and seconded (Siuta/Carrier) it was unanimously VOTED: to approve the September 4, 2019 minutes.

E. Correspondence.

None.

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F. Presentations- None.

G. Reports/Updates.

1) Chair Report.

Meg Guerrera gave the chair report. She informed the committee that Kathy Blonski and Kat Krajewski are absent today, as Kat is being honored as an Emerging Leader by the Central Connecticut Chamber of Commerce.

Meg gave a recap of guiding principles for the committee to follow:

- 1.) Competitive analysis of service and design.
- 2.) Procuring critical information prior to milestone decisions.
- 3.) Evaluating financial expenditures to ensure fiscal responsibility and understanding the benefits of cost in terms of value.
- 4.) Establishing effective professional partnerships through engaging with industry experts.
- 5.) Providing timely and transparent communication.

The Chair then gave an update on the committee's next steps:

- There will be an architect onboarding meeting on Friday, September 20, 2019. This will be a preliminary conversation where the selected architects will have the opportunity to ask questions.
- The Professional Partnership Subcommittee will discuss the architect contract and approval at their next meeting.
- The committee must develop evaluation criteria for concepts. The guiding principles should inform the methods of evaluation. The committee must make decisions as needed. These decisions must be well informed, clear, defensible, and in the best interest of coming up with a comprehensive solution.
- There will be a community engagement event in October with committee members and architects present. A date for this event will be finalized soon. A tour of FHS will be included in this event to make these issues an active discussion rather than a typical Q & A. Community members will have the opportunity to provide feedback on what they feel the project should prioritize. This feedback will help inform our evaluation criteria.

2) Owner's Representative.

Mark Garilli informed the committee that CSG is revising the project timeline while keeping on track for our target end date.

In addition to participating in the various subcommittee meetings, Mark met with Scott Hurwitz to prepare for a department leader meeting. At this meeting, Mark will give an overview of the process and provide messaging to the department heads to pass on to their teachers. This will also be an opportunity for the department heads to

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provide feedback. Mark will also be meeting with Tim Harris to review Ed Specs.

3) Professional Partnership Subcommittee.

The next Professional Partnership Subcommittee meeting will likely be held next week. The information from the architect onboarding meeting on Friday will be discussed, as well as contracts and approval.

4) Site Evaluation Subcommittee.

Meg Guerrero informed the committee that the Site Evaluation Subcommittee held a meeting on September 10, 2019. At this meeting, the subcommittee voted to recommend the removal of Westwoods Golf Course as an option in the scope of services for the conceptual design phase due to a deed restriction on the property that would require a land swap/replacement. It was determined that it would be costly to acquire a piece of land for the swap, and that this process would take about 18-24 months if everything went perfectly.

Johnny Carrier also stated that the subcommittee received feedback from architects who felt that the Westwoods site showed additional constraints.

All of these considerations factored into the decision.

At the September 10, 2019 Town Council meeting, Meg updated the Council and they understood and gave consensus on the removal of Westwoods Golf Course as an option.

The Site Evaluation Subcommittee has now completed Section E of Part I of the FHS Building Committee Charge. As a result, they will no longer meet. Approval of minutes from the last subcommittee meeting will be completed online.

5) Communications Subcommittee.

Kathy Greider informed the committee that the Communications Subcommittee has been meeting regularly. PTO leaders have been invited to attend the next meeting as the subcommittee would like include them early in this process.

The committee website will launch September 23, 2019: fhsbuildingproject.org. There will be a glossary of terms included in the FAQ section.

The subcommittee has been working with FHS teachers and students to create a logo. Several mockups were presented at the last meeting and the subcommittee was pleased with the designs. More mockups will be presented at the next meeting.

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Scott Hurwitz is leading the effort to create short videos about the Statement of Needs. Students and faculty are participating. Each video will focus on one specific need outlined in the Statement of Needs. While the speaker is discussing this need, B-roll footage of the need will be shown.

Friday Folders to faculty will include a link to the FHS Building Committee. Talking points have been distributed to school principals, they are constantly communicating where we are in the process at school events. Talking points are updated consistently.

A Newsletter will be sent out in October updating community members on the building committee's progress to date.

On October 5th, there will be a community event, "Coffee with the Committee" at Starbucks.

Johnny Carrier suggested making the FHS Building Committee more prominent on the town website so that it is easier for users to find information.

6) Financial Report.

Meg Guerrera gave the financial report; a copy of this report is recorded with these minutes as Attachment A. At the September 10, 2019 Town Council meeting, the Council appropriated \$199,000 and transferred \$256,000 to the FHS Building Committee. There are encumbered funds including the Owner's Representative contract, part time help for the committee, and a credit card charge for website hosting on square space. Taking these encumbered funds into consideration, the total amount the committee has on hand is \$599,829.84.

7) Town Council Liaisons.

Beth Kintner informed the committee that the Town Council met on Tuesday, September 10, 2019. At this meeting, Meg Guerrera gave a presentation regarding the committee. The presentation was well received, and there were not many questions or concerns. The Council is up to speed on the challenges and timeline. As stated in the financial report, the Council approved funding to make sure that the Committee has money for anticipated expenses.

H. To approve the attached Statement of Needs one pager.

The committee discussed the Statement of Needs one pager. A few minor formatting changes were recommended. The one pager will be amended accordingly.

Upon a motion made and seconded (Smith/Carrier) it was unanimously VOTED: to approve the Statement of Needs one pager as amended.

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I. Executive Session: Review and Discussion of RFP Responses for Architectural Services in accordance with Conn. Gen. Stat. §§1-200(6) and 1-210(b) (24).

Upon a motion made and seconded (Mazzochi/Smith) it was unanimously VOTED: to move to executive session at 7:46 P.M.

The committee returned to open session at 8:02 P.M.

J. To authorize the Town Manager and Professional Partnership Subcommittee to negotiate and sign a contract with the selected Architect firms for the conceptual options phase of the FHS building project.

Upon a motion made and seconded (Siuta/Fagan) it was unanimously VOTED: to authorize the Town Manager and Professional Partnership Subcommittee to negotiate and sign a contract with the selected Architect firms for the conceptual options phase of the FHS building project.

K. Adjournment.

Upon a motion made and seconded (Carrier/Meehan) it was unanimously VOTED: to adjourn at 8:04 P.M.

Respectfully Submitted,

Devon Aldave
FHS Building Committee Intern

Farmington High School Building Committee
Financial Report- September 13, 2019

Starting Balance 2018 **\$266,007.00**

Expenses from Ad Hoc Committees:

Amount	Description	
\$17,000	Community Survey	Contract

Expenses from this FHS Building Committee:

Amount	Description	
\$33.75	2 year website Domain- fhsbuildingproject.org	P-Card
\$27.90	2 year website Domain- fhsbuildingproject.com	P-Card
\$27.90	2 year website Domian- fhsbuildingproject.net	P-Card
\$432.00	wix website hosting	P-Card
-\$432.00	wix credit	Credit
\$369.66	hartford courant legal notice for Architect RFP	cu00254321
\$1,993.00	FHS Building Committee Intern (Summer Work)	

Total Expense: **\$2,452.21**

Account Balance **\$249,007.00**

Encumbered Funds

Owners' Rep	\$89,109.00	Agreement signed 9/13- anticipating invoices to start soon
PT Help-- For Committee	\$14,850.00	invoice coming mid September
Square Space website hosting	\$218.16	has not hit credit card statement yet
Total	\$104,177.16	

Account Balance - Encumbered Funds **\$144,829.84**

Appropriation from Town Council	\$199,000.00	approved at 9/10/19 Town Council Meeting
Transfer from Town Council	\$256,000.00	approved at 9/10/19 Town Council Meeting

Total On Hand: **\$599,829.84**