

Meeting Agenda
Farmington High School Building Committee Meeting
Wednesday, December 4, 2019
Farmington High School Library
6:30 PM

- A. Call to Order.
 - B. Pledge of Allegiance.
 - C. Public Comment.
 - D. Minutes.
 - 1) To approve the attached November 20, 2019 minutes.
 - E. Correspondence.
 - 1) Letter from Rafeena Lee- FHS Building Project Website During Referendum Pending Period
 - F. Reports.
 - 1) Chair Report.
 - 2) Owner's Representative.
 - 3) Finance Subcommittee.
 - 4) Communication Subcommittee.
 - G. To review and approve the FHS Building Committee Cost Criteria Matrix.
 - H. To approve the 2020 FHS Building Committee meeting schedule.
 - I. Executive Session: To discuss proposals and related documentation pursuant to §1-210(b)(24).
 - J. Adjournment.
- cc: Committee Members
Paula Ray, Town Clerk
Interested Parties

MOTION:

Agenda Item D-1

To approve the attached November 20, 2019 minutes.

/Attachment

Minutes are considered "DRAFT" until approved at next meeting

Special Meeting Minutes
Farmington High School Building Committee Meeting
Wednesday, November 20, 2019
Farmington High School Library
6:30 PM

Attendees:

Meg Guerrera, Chair
Michael Smith
Chris Fagan
Ellen Siuta
Sharon Mazzochi
Garth Meehan
Kat Krajewski, Assistant Town Manager
Paul Cianci, Town Council Liaison
Beth Kintner, Town Council Liaison
Kathy Greider, Superintendent (via phone)
Lisa Karcinski, FHS Assistant Principal
Tim Harris, Director of School Facilities
Mark Garilli, Construction Solutions Group
Chris Cykley, Construction Solutions Group

Absent (excused):

Johnny Carrier
Kathy Blonski, Town Manager
Scott Hurwitz, FHS Principal
Alicia Bowman, Asst. Superintendent of Finance and Operations
Devon Aldave, FHS Building Committee Intern

A. Call to Order.

The meeting was called to order at 6:35 P.M.

B. Pledge of Allegiance.

The committee members and audience recited the Pledge of Allegiance.

C. Public Comment.

Sam Reisner, 41 Main Street, commented on the evaluation criteria that was discussed at last week's meeting. He believes that the decision to weigh the items in the statement of needs equally, as well as adding up the averages of each category is a good approach. He thanked the committee for their work.

D. Minutes.

1) To approve the attached November 13, 2019 minutes.

Upon a motion made and seconded (Siuta/Mazzochi) it was unanimously VOTED: to approve the attached November 13, 2019 minutes.

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E. Correspondence.

1) Jay Tulin- Comments on Evaluation Criteria

Meg Guerrera reviewed the correspondence received. The correspondence was included in the agenda packet.

F. Reports.

1) Chair Report.

Meg Guerrera announced that Kathy Greider was named Connecticut's Superintendent of the Year. She remarked that we are lucky to have Kathy as a leader in the community as well as a member of our team. The entire committee joined Meg in congratulating Kathy on this well-deserved award.

Meg informed the committee that a Financial Subcommittee meeting is in the process of getting scheduled for next week so that we can continue the discussion on cost.

Meg also explained that building committee "orientation material" will be created in an effort to level set and inform incoming and existing Town Council and Board of Education members. The creation of these materials will also be a good exercise to review the work that has been completed by the committee in 2019.

2) Owner's Representative Report.

Chris Cykley reviewed the proposed deliverable schedule from now through February 2020. The schedule is recorded with these minutes as Attachment A.

3) Communication Subcommittee.

Kat Krajewski provided an update of the Communication Subcommittee. She informed the committee that an electronic newsletter will be sent out tomorrow to the FHS Building Committee distribution list. The Communication Subcommittee is also working on creating banners to be displayed in school buildings and/or around Town. The subcommittee is keeping a record of community events building committee members attend in order to increase awareness about the project and the process. An updated list was distributed to the FHS Building Committee to sign up to attend the upcoming events.

Recently, videos summarizing the statement of needs were released on social media and posted on the building committee website. These videos had great engagement online, and Kat encouraged everyone to share the

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videos. At their next meeting, the subcommittee will be reviewing a tour video that was created a few years ago to see if this needs to be updated.

The communications subcommittee is meeting on Wednesday, December 4th at 9:15 am in the BOE Conference Room-Town Hall.

The committee had general discussion of other ways to communicate including creating inserts for pamphlets at school events, neighborhood meetings, hosting tours at FHS, and posting each of the options on the website as they are presented.

G. Executive Session: To discuss proposals and related documentation pursuant to §1-210(b)(24).

Upon a motion made and seconded (Meehan/Mazzochi) it was unanimously VOTED: to move to executive session to discuss proposals and related documentation at 7:17 P.M. with voting and non-voting members of the FHS Building Committee, representatives from Construction Solutions Group, representatives from QA+M Architecture, and representatives from TSKP Studio in attendance.

The committee returned to open session at 10:18 P.M.

H. Adjournment.

The meeting adjourned at 10:18 P.M.

Respectfully Submitted,

Kathryn Krajewski
Assistant Town Manager

	SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT	Week Notes/Activities
	11/3	4-Nov	5-Nov	6-Nov	7-Nov	8-Nov	11/9	
Nov				FHS SBC mtg 6:30pm				
	11/10	11-Nov	12-Nov	13-Nov	14-Nov	15-Nov	11/16	
Nov				FHS SBC mtg 6:30pm				
	11/17	18-Nov	19-Nov	20-Nov	21-Nov	22-Nov	11/23	
Nov				FHS SBC mtg 6:30pm				
	11/24	25-Nov	26-Nov	27-Nov	28-Nov	29-Nov	11/30	
Nov			Option 1 Documents DUE		Thanksgiving	Black Friday		
	12/1	2-Dec	3-Dec	4-Dec	5-Dec	6-Dec	12/7	
Dec				FHS SBC mtg 6:30pm		Option 1 Estimate DUE		
	12/8	9-Dec	10-Dec	11-Dec	12-Dec	13-Dec	12/14	
Dec		Option 1 Est Recon 9-11am QAM	Option 1 Est Recon 9-11am TSKP	FHS SBC mtg 6:30pm Present Op. 1				
	12/15	16-Dec	17-Dec	18-Dec	19-Dec	20-Dec	12/21	
Dec				FHS SBC mtg 6:30pm		Option 2 Documents DUE		
	12/22	23-Dec	24-Dec	25-Dec	26-Dec	27-Dec	12/28	
Dec				Christmas				
	12/29	30-Dec	31-Dec	1-Jan	2-Jan	3-Jan	1/4	
Dec				New Years Day				
	1/5	6-Jan	7-Jan	8-Jan	9-Jan	10-Jan	1/11	
Jan				FHS SBC mtg 6:30pm	Option 2 Estimate DUE	Option 3 Documents DUE Option 2 Est Recon 9-11am TSKP		
2017	1/12	13-Jan	14-Jan	15-Jan	16-Jan	17-Jan	1/18	
Jan		Option 2 Est Recon 9-11am QAM		FHS SBC mtg 6:30pm Present Op. 2		Option 3 Estimate DUE		
	1/19	20-Jan	21-Jan	22-Jan	23-Jan	24-Jan	1/25	
Jan		Option 3 Est Recon 9-11am QAM	Option 3 Est Recon 9-11am TSKP	FHS SBC mtg 6:30pm Present Op. 3				
	1/26	27-Jan	28-Jan	29-Jan	30-Jan	31-Jan	2/1	
Jan		BOE mtg -Presentation of Options	TC mtg	FHS SBC mtg 6:30pm OR Community Meeting			Comm. Meeting	Community meeting ahead of TC
	2/2	3-Feb	4-Feb	5-Feb	6-Feb	7-Feb	2/8	
Feb			TC Special mtg	FHS SBC mtg 6:30pm				
	2/9	10-Feb	11-Feb	12-Feb	13-Feb	14-Feb	2/15	
Feb			TC mtg	FHS SBC mtg 6:30pm				
	2/16	17-Feb	18-Feb	19-Feb	20-Feb	21-Feb	2/22	
Feb	bk			FHS SBC mtg 6:30pm				
	2/23	24-Feb	25-Feb	26-Feb	27-Feb	28-Feb	2/29	
Feb				FHS SBC mtg 6:30pm				

RAFEENA BACCHUS LEE
ATTORNEY AT LAW
ADMITTED IN CT AND NY

November 26, 2019

VIA U.S. MAIL AND ELECTRONIC MAIL

Duncan Forsyth, Esquire
Town of Farmington
One Monteith Drive
Farmington, CT 06032

RE: FHS Building Project Website During Referendum Pending Period

Dear Attorney Forsyth,

As a town resident and parent of school-aged children, I have been closely following the progress of the FHS Building Project. I am encouraged that the FHS Building Committee is thinking critically about the numerous, significant issues facing the high school, and I am hopeful that the committee will propose the best solution for our students and our town. As we move forward, getting voters engaged and disseminating accurate information in a timely manner will be vital to the success of the forthcoming referendum.

To assist in that effort, Marcus Fairbrother and I formed a non-partisan organization, Comprehensive FHS. Our goal is to help shape and support a comprehensive solution for the FHS facility. In addition, we want to ensure that voters have access to as much accurate information as possible when casting their referendum vote.

Currently, there is a wealth of information available online on the FHS Building Project website. However, during the 2017 high school project referendum, it seems that all website information was removed during the 30-day period leading up to the vote. Since residents will likely become most engaged and actively look for information during this period, removing the current FHS Building Project website would be a grave disservice to the electorate. I am writing to you today to request that the FHS Building Project website remain live and fully operational, with all content publicly available, during the 30-day pending period of the forthcoming referendum. I also request that all social media accounts of the FHS Building Committee – including but not limited to Facebook, Twitter, Instagram, and YouTube – remain live and operational during this time.

Several people Marcus and I spoke with stated that the previous Building Project website was made unavailable during the 2017 referendum pending period because the Town did not want to be seen as advocating for or against the referendum. While Conn. Gen. Stat. § 9-369 states, in pertinent part, that:

Except as specifically authorized in this section, no expenditure of state or municipal funds shall be made to influence any person to vote for approval or disapproval of any such proposal or question or to otherwise influence or aid the success or defeat of any such referendum.

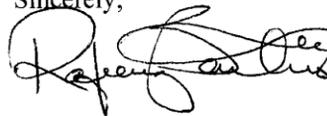
It further states that:

The provisions of this subdivision shall not apply to a written, printed or typed summary of any official's views on a proposal or question, which is prepared for any news medium or which is not distributed with public funds to a member of the public except upon request of such member.

Keeping the FHS Building Project website live during the 30-day period prior to the referendum should not be viewed as advocacy. The current FHS Building Project website maintains copies of meeting agendas, minutes, and supporting documents; summaries of proposals; studies and reports done by outside experts; an extensive Frequently Asked Questions section; and factual presentations. The website houses a static trove of public information, which is not being "distributed" or directly sent to anyone. Rather, the act of logging on to the FHS Building Project website during the pending period could arguably be seen as a request for information. As such, the website would provide a much-needed source of factual information for voters, particularly at a critical time when they are seeking to educate themselves. In short, it is in the best interest of the Town and its residents to have the FHS Building Project website online and available through referendum day.

I welcome your thoughts on this matter and look forward to a response at your convenience. Thank you for your time and attention.

Sincerely,

A handwritten signature in black ink, appearing to read "Everett M. Fairbrother, II". The signature is fluid and cursive, with the first name "Everett" being the most prominent part.

cc: Everett M. (Marcus) Fairbrother, II (via electronic mail)
Kathleen A. Blonski, Farmington Town Manager (via electronic mail)
Farmington Town Council (via electronic mail)
FHS Building Committee (via electronic mail)

	10/2 Mtg.	Pre-Workshop	Workshop 1 - TBD		Workshop 2 - TBD		
	Define Output	Collect Inputs	Brainstorm Criteria	Finalize Criteria and Evaluation Sequencing	Weight Criteria	Create Evaluation Template	Create Town Council Presentation Template
Objective(s)	To ensure FHSBC is presenting the Town Council the information they need to define the net municipal cost and scope for the project	To ensure that the priorities of all stakeholders have been acknowledged by the FHSBC	To ensure that FHSBC has considered all inputs and stakeholders when discussing evaluation criteria	To ensure that the FHSBC is aligned around one set of evaluation criteria and sequencing of that criteria To ensure that FHSBC has an equitable process to evaluate conceptual options	To prioritize the evaluation criteria using a weighting system	To represent the option evaluation process in a clear and equitable manner	To produce a Town Council presentation template that aligns with our defined output
Deliverable	<ul style="list-style-type: none"> Defined content components for the Town Council Presentation Defined goal of presentation 	<ul style="list-style-type: none"> Statement of Needs Ed Specs Community Survey Results FHS Faculty Feedback Community Feedback Session Results 	<ul style="list-style-type: none"> First draft of evaluation criteria for the conceptual options List of criteria categories 	<ul style="list-style-type: none"> Finalized list of evaluation criteria for the conceptual options Finalized category sequencing (value vs. cost) 	<ul style="list-style-type: none"> Finalized weights for the evaluation criteria Finalized weighting process 	<ul style="list-style-type: none"> Option evaluation template including criteria/weights/sequencing 	<ul style="list-style-type: none"> Complete Town Council Presentation Template
Acceptance Criteria for Completion	<ul style="list-style-type: none"> <input type="checkbox"/> FHSBC understands what information will be presented to Town Council <input type="checkbox"/> FHSBC understands the goal of the Town Council presentation 	<ul style="list-style-type: none"> <input type="checkbox"/> FHSBC acknowledges that all inputs have been collected and reviewed <input type="checkbox"/> FHSBC has reviewed examples of evaluation templates used in other projects 	<ul style="list-style-type: none"> <input type="checkbox"/> FHSBC acknowledges that a first draft list of criteria has been created <input type="checkbox"/> FHSBC acknowledges that a finalized list of criteria will be created from the first draft list 	<ul style="list-style-type: none"> <input type="checkbox"/> FHSBCS acknowledges that the finalized list of criteria represents the way in which the committee will consistently evaluate each conceptual option. <input type="checkbox"/> FHSBC acknowledges that the sequencing represents the order in which each category is evaluated 	<ul style="list-style-type: none"> <input type="checkbox"/> FHSBC acknowledges that the weighting system assigned is the comprehensive representation of the priorities used for option evaluation 	<ul style="list-style-type: none"> <input type="checkbox"/> FHSBC acknowledges that the template will be used to evaluate each conceptual option resulting in comparable values 	<ul style="list-style-type: none"> <input type="checkbox"/> FHSBC acknowledges that the Town Council Presentation template provides the information needed from the FHSBC to define the net municipal cost and project scope

MOTION:

Agenda Item G

To review and approve the FHS Building Committee Cost Criteria Matrix.

NOTE:

The Financial Subcommittee met on November 25, 2019 to discuss the evaluation and presentation of cost for each of the options. The attached matrix outlines the recommendations of the subcommittee for this evaluation.

/Attachment

FHSBC Cost Criteria Matrix --DRAFT

CRITERIA	OPTION A		OPTION B		OPTION C	
	CIP- BASE LINE MAINTENANCE ONLY		RENOVATE AS NEW		NEW BUILDING	
	TSKP	QA&M	TSKP	QA&M	TSKP	QA&M
TOTAL PROJECT COST						
<i>Total Project Cost includes construction and soft costs. This is the number that would appear on the referendum ballot and interest is not included in the total project cost.</i>						
LESS STATE REIMBRUSEMENT						
<i>Farmington's reimbursement rate depends on the type of building project that is proposed. A renovation is up to 30%, and a new building is up to 20%. However, the exact reimbursement rate is not known until the very end of a project (after auditors review the final project).</i>						
NET PROJECT COST	0.0	0.0	0.0	0.0	0.0	0.0
TAX IMPACT						
<i>The Tax Impact is for the Farmington High School Building Project ONLY. The tax impact is calculated based on the Average Residential Assessment of \$226,777.</i>						
ADDITIONAL CAPITAL EXPENDITURES OVER ___ YEARS						
ADDITIONAL TAX IMPACT						
ANNUAL OPERATIONAL COST						
<i>This cost is the best estimate of running the building compared to what it costs to run the building now.</i>						
ENERGY COST						
MAINTENANCE COST						

MOTION:

Agenda Item H

To approve the 2020 FHS Building Committee meeting schedule.

/Attachment

2020 Farmington High School Building Committee
Meeting Schedule
Farmington High School Library
6:30 PM

January 8	June 10
January 15	June 24
January 22	July 8
January 29	July 22
February 5	August 5
February 12	August 19
February 19	September 2
February 26	September 16
March 4	September 30
March 18	October 14
April 1	October 28
April 29	November 11
May 13	December 9
May 27	

MOTION:

Agenda Item I

Executive Session: To discuss proposals and related documentation pursuant to §1-210(b)(24).

To adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 1-210(b)(24).

Responses to any request for proposals or bid solicitation issued by a public agency or any record or file made by a public agency in connection with the contract award process, until such contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier, provided the chief executive officer of such public agency certifies that the public interest in the disclosure of such responses, record or file is outweighed by the public interest in the confidentiality of such responses, record or file;

That attendance in the Executive Session shall be limited to:

Voting and Non-Voting Members of the Farmington High School Building Committee, representatives from Construction Solutions Group, representatives from QA+M Architecture, and representatives from TSKP Studio.

NOTE: Approval of this motion shall be by 2/3 vote.