

Minutes are considered "DRAFT" until approved at next meeting

Minutes
Farmington High School Building Committee
Wednesday, July 10, 2019
Farmington High School Library
5:00 P.M.

Attendees:

Meg Guerrera, Chair
Johnny Carrier
Sharon Mazzochi
Ellen Siuta
Chris Fagan
Garth Meehan
Michael Smith
Kathy Blonski, Town Manager
Alicia Bowman, Asst. Superintendent of Finance and Operations
Tim Harris, Director of School Facilities
Paul Cianci, Town Council Liaison
Beth Kintner, Town Council Liaison
Kathryn Krajewski, Clerk of the Committee
Devon Aldave, FHS Building Committee Intern
Chris Cykley, Construction Solutions Group
Mark Garilli, Construction Solutions Group
Roger LaFleur, Construction Solutions Group

Absent (Excused):

Kathy Greider, Superintendent

A. Call to Order.

The meeting was called to order at 5:01 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 June 19, 2019 minutes.

Upon a motion made and seconded (Siuta/Fagan) it was unanimously VOTED: to approve the June 19, 2019 minutes.

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E. Correspondence.

1) Office of Civil Rights – Voluntary Corrective Action Plan

Kat Krajewski reported that a letter and response to the Office of Civil Rights regarding the Voluntary Corrective Action Plan is included in the agenda packet.

Meg Guerrero explained that correspondence was received regarding more information on why Tunxis Community College was not included as a viable site for a new building by the Site Evaluation Subcommittee. We are in the process of completing more research to adequately answer the question. This correspondence and the response will be included in the next agenda.

F. Presentations.

None.

G. Reports.

1) Chair Report.

Meg Guerrero informed the committee and the members of the public that meeting minutes and agendas, as well as other important information can be found on the Town website.

2) Owner's Representative.

Representatives from Construction Solutions Group stated that they have reviewed the RFP for architectural services and made some recommendations for minor changes during the past Professional Partnership Subcommittee. They also explained that they have been working on a timeline for the project.

3) Professional Partnership Subcommittee.

Meg Guerrero explained that the Professional Partnership Subcommittee evaluated the contract with CSG, and gave Kathy Blonski, Town Manager, authorization to sign the contract. The subcommittee also handed over the RFP to CSG for review, which will be discussed later in this meeting.

4) Site Evaluation Subcommittee.

Meg Guerrero informed the committee that the Site Evaluation Subcommittee has completed its work. She explained that the purpose of the subcommittee was to find viable sites for Option #3 (new school), and that two sites were approved by the subcommittee with potential restrictions that have been laid out in the RFP: The Town of Farmington Municipal Campus, and Westwoods Golf Course.

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5) Communications Subcommittee.

Kat Krajewski informed the committee that the Communications Subcommittee is working on a schedule for future public events that committee members can attend. A preview of the committee website was demonstrated in the last meeting, and the subcommittee discussed the importance of being conscious of their audience in the committee's messaging. The subcommittee also discussed the results of the survey that was administered last year and the recommendations from the FHS Facility and Financial Ad Hoc Committee.

Meg Guerrera stated that after every committee and subcommittee meeting, the chairperson would create a bullet point summary of the meeting which will be sent out to the email distribution list.

6) Financial Subcommittee.

Kathy Blonski informed the committee that a simple document will be created to reflect how much money is in the account, and what the expenditures are to date. This will be included in the agendas moving forward.

7) Town Council Liaisons.

Paul Cianci and Beth Kintner informed the committee that they gave a thorough update to the Town Council at last night's Town Council Meeting (7/9/2019).

H. New Business

1) To review and approve the attached draft RFP for Architectural Services.

Kat Krajewski explained that some changes have been made to the draft RFP after CSG reviewed the document. The changes are highlighted in (Agenda Item H-1). CSG then went through the document and offered their reasoning behind each change.

Upon a motion made and seconded (Siuta/Smith) it was unanimously VOTED: to approve the attached draft RFP for Architectural Services.

2) To review the upcoming schedule and timelines

Kat Krajewski gave the following timeline for the RFP:

- RFP posted: July 12, 2019.
- Site walkthrough of Farmington High School and Westwoods Golf Course: July 18, 2019 at 10:00 A.M.

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- Deadline for Architects to submit questions to the committee: July 24, 2019.
- Committee responses to questions: July 26, 2019.
- Proposal Due Date: August 2, 2019 at 2:00 P.M.

The representatives from CSG stated that they have created a preliminary schedule for the later parts of the process. Their initial estimates for an anticipated timeline are:

- Conceptual Design Phase: 10-12 weeks
- Estimating Phase: 6-8 weeks

I. Adjournment.

Upon a motion made and seconded (Smith/Meehan) it was unanimously voted to adjourn at 5:37 P.M.

Respectfully Submitted,

Devon Aldave
FHS Building Committee Intern