

Minutes are considered "DRAFT" until approved at next meeting

Meeting Minutes
Farmington High School Building Committee Meeting
Wednesday, February 19, 2020
Farmington High School Library
6:30 PM

Attendees:

Meg Guerrera, Chair
Chris Fagan
Ellen Siuta
Garth Meehan
Michael Smith
Johnny Carrier
Beth Kintner
Tim Harris, Director of School Facilities
Scott Hurwitz, FHS Principal
Lisa Kapcinski, FHS Assistant Principal
Kat Krajewski, Assistant Town Manager
Devon Aldave, Committee Clerk
Mark Garilli, CSG
Michael Scott, TSKP Studio

A. Call to Order.

The meeting was called to order at 6:32 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 January 29, 2020 minutes.

Upon a motion made and seconded (Fagan/Meehan) it was unanimously VOTED: to approve the January 29, 2020 minutes.

2) To approve the attached February 5, 2020 minutes.

Upon a motion made and seconded (Carrier/Fagan) it was unanimously VOTED: to approve the February 5, 2020 minutes.

E. Correspondence.

1) Correspondence Received 2/4/2020-2/14/2020

Meg Guerrera reviewed the correspondences received from 2/4/2020 – 2/14/2020. Meg informed the committee that there

Minutes are considered "DRAFT" until approved at next meeting

is a cutoff date for correspondences included in each meeting agenda due to public distribution of the agenda being several days prior to the meeting.

F. Reports.

1) Chair Report.

Meg Guerrero informed the committee that future agendas will include reports as the committee has readjusted since the February 4, 2020 Town Council meeting. Meg reviewed the FHS Building Committee Responsibilities and Expectations document recorded with these minutes as Attachment A.

Meg then reviewed the FHSBC Information Sharing Diagram which is recorded with these minutes as Attachment B.

2) Communications Subcommittee Report.

Kat Krajewski reported that Scott Hurwitz has worked with a resident to create and edit videos, including one that was shown at the February 4, 2020 Town Council meeting. The subcommittee will be developing off-the-cuff testimonial videos in the future.

The subcommittee will review a hard copy of the FHSBC Newsletter at their next meeting.

Kat stated that the subcommittee will be encouraging committee members to sign-up for community events and will update the talking points accordingly.

3) Architect Report.

Michael Scott informed the committee that a design working group began meeting last week. TSKP also met with district staff and the FHS administration. TSKP will be participating in a series of future meetings, including a meeting with the State, and a meeting with the FHS staff.

4) Owner's Representative Report.

Mark Garilli stated that CSG will be participating in many of the meetings that Michael Scott mentioned in his Architect Report.

G. New Business

Kat Krajewski provided a financial report for Items G-1 and G-2. The document is recorded with these minutes as Attachment C.

Minutes are considered "DRAFT" until approved at next meeting

- 1) To approve the attached invoice from Construction Solutions Group (CSG) in the amount of \$22,275.00.**
Upon a motion made and seconded (Carrier/Fagan) it was unanimously VOTED: to approve the attached invoice from Construction Solutions Group (CSG) in the amount of \$22,275,000.
- 2) To approve the attached invoice from QA+M Architects in the amount of \$15,665.10.**
Upon a motion made and seconded (Carrier/Fagan) it was unanimously VOTED: to approve the attached invoice from QA+M Architects in the amount of \$15,655.10.
- 3) To authorize the Town Manager to sign a contract with Construction Solutions Group (CSG) for the preliminary design/pre-referendum phase of the FHS Building Project.**
Upon a motion made and seconded (Carrier/Siuta) it was unanimously VOTED: to authorize the Town Manager to sign a contract with Construction Solutions Group (CSG) for the preliminary design/pre-referendum phase of the FHS Building Project.
- 4) To discuss the next steps for the FHS Building Committee.**
Mark Garilli reviewed the Farmington High School Concept Deliverable Schedule which is recorded with these minutes as Attachment D. The schedule includes upcoming meetings for the committee and various subcommittees through the Grant Submission Deadline at the end of June. This document will be updated continually.

Scott Hurwitz mentioned that the school staff will be meeting with TSKP and CSG on March 3, 2020 which is not yet included on the schedule.

Michael Scott stated that TSKP would like to schedule another meeting with Town departments including the Police and Fire Chiefs. Kat Krajewski will assist in scheduling this meeting.

Ellen Siuta suggested getting the Farmington delegation involved in the project. The committee discussed involving members of the delegation and the potential for an educational meeting similar to the one offered to the Town Council.

Minutes are considered "DRAFT" until approved at next meeting

The committee engaged in general discussion regarding a referendum date.

Michael Smith inquired about when the committee should begin creating an RFP for construction/pre-construction services. The committee discussed this and determined that this would take place after the June 30th Grant Submission to the State.

5) To cancel the February 26, 2020 FHS Building Committee meeting.

Upon a motion made and seconded (Smith/Meehan) it was unanimously VOTED: to cancel the February 26, 2020 FHS Building Committee.

H. Adjournment.

Upon a motion made and seconded (Carrier/Smith) it was unanimously VOTED: to adjourn at 7:47 P.M.

Respectfully Submitted,

Devon Aldave
Committee Clerk

FHS Building Committee Expectations and Responsibilities **As of 2/19/20 – to referendum**

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 Educational Specifications ● Review 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 ● Provide recommendations to Town Council regarding the financing of the project ● 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 • All Voting Resident responsibilities
Owner's Rep	CSG	<ul style="list-style-type: none"> • Serve as a representative of the Town through the design and construction of the FHS building project • Act in the town's best interest to make sure Farmington receives the best services and value for its money • Drive schedule and delivery • Manage the State Reimbursement process • Act as a champion for the project • Provide updates to the FHSBC
Architect	TSKP	<ul style="list-style-type: none"> • Develop a schematic design in collaboration with the design working group targeting the Net Municipal Cost Range set by Town Council • Provide updates to the FHSBC • Act as a champion for the project
Board of Ed Member	Beth Kintner (NV) Ellen Siuta (V)	<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 • Align communications with the Building Committee strategic messaging • Act as a champion for the project
Town Council Liaison	Chris Fagan	<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
FHSBC Design Team Liaison	Johnny Carrier	<ul style="list-style-type: none"> • Attend design working group sessions • Provide FHSBC prospective at design working group sessions • Provide updates at the full FHSBC meeting
FHSBC Neighborhood Outreach Liaison(s)	Sharon Mazzochi TBD	<ul style="list-style-type: none"> • Act as community point person for the FHSBC Neighborhood Engagement efforts • Attend Neighborhood Engagement scheduled events/meetings • Provide updates at the full FHSBC meeting
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	Alicia Bowman	<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
Assistant Town Manager	Kathryn Krajewski	<ul style="list-style-type: none"> ● Provide committee support as necessary ● Align communications with the Building Committee strategic messaging ● Act as a champion for the project
Clerk of Committee	Devon Aldave	<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

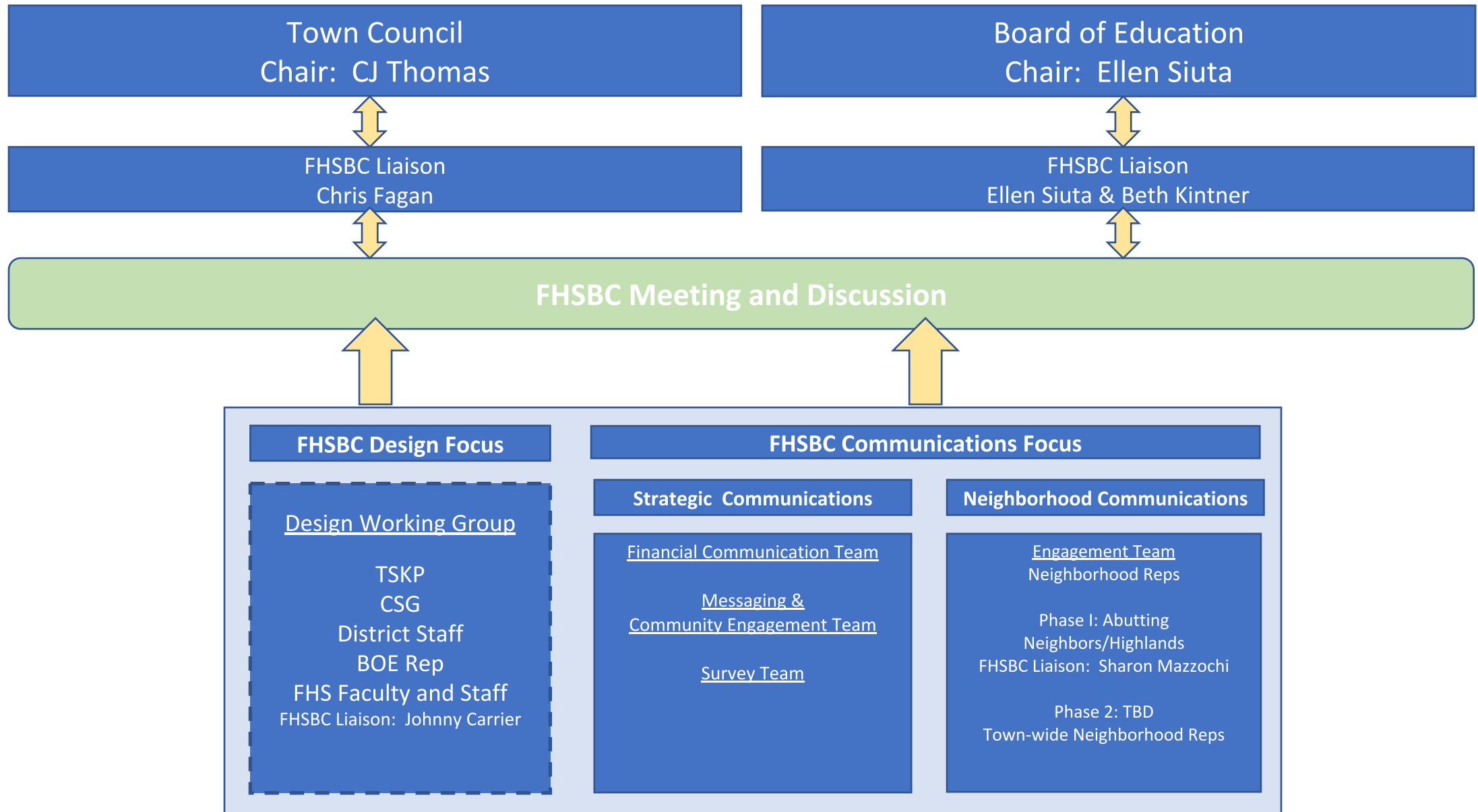
**Responsibilities of hired professional services will be included in the negotiated contact details*

FHS Building Sub-Committees and Working Groups

Sub-Committees	Responsibilities
<p>Communications</p> <ul style="list-style-type: none"> ● Financial Communications Team ● Neighborhood Engagement Team ● Messaging and Community Outreach Team 	<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
<p>Professional Partnership Committee</p>	<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

Working Group	Members	Responsibilities
<p>Design Working Group</p>	<p>TSKP CSG BOE Rep District Staff FHS Faculty and Staff</p>	<ul style="list-style-type: none"> ● Confirm the programming within the design ● Identify cost saving measures ● Refine Schematic Design ● Review project with local officials and Zoning ● Provide committee updates as required

FHSBC Information Sharing Diagram



Farmington High School Building Committee
Financial Report- February 19, 2020

Account Starting Balance 2018	\$266,007.00	Remaining balance from previous FHS committee approved at 9/10/19 Town Council Meeting
Appropriation from Town Council	\$199,000.00	approved at 9/10/19 Town Council Meeting
Transfer from Town Council	\$256,000.00	Council Meeting
	\$721,007.00	

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)	
\$218.16	Square Space website hosting	P-Card
\$14,850.00	PT Help-- For Committee	Contract
\$15.94	Staples- Poster for 10/16 Community Input Meeting	P-Card
\$105.10	Highland park Market- Dinner for Interviews	P-Card
\$25.47	Staples Poster Boards for Communtiy Input Meeting	Staples Credit Card
\$276.90	Amazon- Supplies for Community Input Meeting	P-Card
\$132.75	Chartwells- Coffee/Tea for Communtiy Input Meeting	
\$112.50	Chartwells from 1/25 Community meeting	
\$596.00	Nutmeg TV Meetings 1/8, 1/15, 1/22	
Total Expense:		\$19,649.03

Current Account Balance **\$684,357.97**

Farmington High School Building Committee
 Financial Report- February 19, 2020

<i>Professional Partners-Invocies</i>	<i>Amount Billed to Date</i>	<i>Total Contract Amount (Part 1)</i>	<i>Remaining Balance</i>
CSG Invoice	\$89,109.00	\$89,109.00	\$0.00
QA+M	\$47,000.00	\$47,000.00	\$0.00
TSKP Studio	\$120,000.00	\$120,000.00	\$0.00
Total Invoices Approved to Date	\$256,109.00		

Updated Account Balance (with invoices) \$428,248.97

Encumbered Funds

CSG Phase 2*	\$105,690.00	*Anticipated fee for February-November (subject to change based on date of referendum)
TSKP Studio Phase 2	\$130,000.00	
Total Encumbred Funds	\$235,690.00	

Total On Hand \$192,558.97



	SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT	Week Notes/Activities
	2/2	3-Feb	4-Feb	5-Feb	6-Feb	7-Feb	2/8	
Feb			TC mtg	FHS SBC mtg 6:30pm				TC Selects TSKP Option 3 / Net Cost \$105 - \$110 M
	2/9	10-Feb	11-Feb	12-Feb	13-Feb	14-Feb	2/15	
Feb		TSKP Design mtg - 2:45 - 4:30						
	2/16	17-Feb	18-Feb	19-Feb	20-Feb	21-Feb	2/22	
Feb		Presidents Day		FHS SBC mtg 6:30pm	Design Meeting w/ Dept Heads @ HS - 9am - 2pm			CSG ext contract through Referendum / Coordinate Guilford HS Tour
	2/23	24-Feb	25-Feb	26-Feb	27-Feb	28-Feb	2/29	
Feb		TSKP Design mtg - 2:45 - 4:30	OSCG Concept/SD Meeting 10:30am	Communications SubComm mtg 9:15am				
	3/1	2-Mar	3-Mar	4-Mar	5-Mar	6-Mar	3/7	
Mar				FHS SBC mtg 6:30pm				Contract w/ CRPP for Survey - Begin Question Development
	3/8	9-Mar	10-Mar	11-Mar	12-Mar	13-Mar	3/14	
Mar		TSKP Design mtg - 2:45 - 4:30		Communications SubComm mtg 9:15am				
	3/15	16-Mar	17-Mar	18-Mar	19-Mar	20-Mar	3/21	
Mar			TC mtg	FHS SBC mtg 6:30pm		Publish DD Estimating Docs		Update TC on Status
	3/22	23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	3/28	
Mar		TSKP Design mtg - 2:45 - 4:30		Communications SubComm mtg 9:15am				
	3/29	30-Mar	31-Mar	1-Apr	2-Apr	3-Apr	4/4	
Mar				FHS SBC mtg 6:30pm				
	4/5	6-Apr	7-Apr	8-Apr	9-Apr	10-Apr	4/11	
April		TSKP Design mtg - 2:45 - 4:30		Communications SubComm mtg 9:15am				
	4/12	13-Apr	14-Apr	15-Apr	16-Apr	17-Apr	4/18	
April								
	4/19	20-Apr	21-Apr	22-Apr	23-Apr	24-Apr	4/25	
April		TSKP Design mtg - 2:45 - 4:30	TC mtg	Communications SubComm mtg 9:15am				Update TC on Status
	4/26	27-Apr	28-Apr	29-Apr	30-Apr	1-May	5/2	
April				FHS SBC mtg 6:30pm		Survey released to Public		
	5/3	4-May	5-May	6-May	7-May	8-May	5/9	
May		TSKP Design mtg - 2:45 - 4:30						
	5/10	11-May	12-May	13-May	14-May	15-May	5/16	
May		TPZ Informal Meeting		Communication SubComm mtg 9:15a / FHS SBC mtg 6:30pm				
	5/17	18-May	19-May	20-May	21-May	22-May	5/23	
May		TSKP Design mtg - 2:45 - 4:30						
	5/24	25-May	26-May	27-May	28-May	29-May	5/30	
May				Communication SubComm mtg 9:15a / FHS SBC mtg 6:30pm				
	5/31	1-Jun	2-Jun	3-Jun	4-Jun	5-Jun	6/6	
June		TSKP Design mtg - 2:45 - 4:30	Survey Results DUE / TC mtg					TC review of total project cost and approval for grant submission
	6/7	8-Jun	9-Jun	10-Jun	11-Jun	12-Jun	6/13	
June				Communication SubComm mtg 9:15a / FHS SBC mtg 6:30pm				
	6/14	15-Jun	16-Jun	17-Jun	18-Jun	19-Jun	6/20	
June		TSKP Design mtg - 2:45 - 4:30						
	6/21	22-Jun	23-Jun	24-Jun	25-Jun	26-Jun	6/27	
June				Communication SubComm mtg 9:15a / FHS SBC mtg 6:30pm				
	6/28	29-Jun	30-Jun	1-Jul	2-Jul	3-Jul	7/4	
June			Grant Submission DEADLINE					