

Meeting Minutes
Farmington High School Building Committee Meeting
Wednesday, February 10, 2021
Online Meeting
6:30 P.M.

Attendees:

Meg Guerrera, Chair
Ellen Siuta
Chris Fagan
Johnny Carrier
Sharon Mazzochi
Michael Smith
Wendy Ku
Beth Kintner
Kathy Greider, Superintendent
Alicia Bowman, Asst. Superintendent of Finance & Operations
Sam Kilpatrick, Director of School Facilities
Scott Hurwitz, FHS Principal
Kathy Blonski, Town Manager
Kat Krajewski, Assistant Town Manager
Devon Aldave, Clerk of the Committee
Ira Yellen, Tall Timbers Marketing
Chris Cykley, Construction Solutions Group
Mark Garilli, Construction Solutions Group

A. Call to Order.

The meeting was called to order at 6:30 P.M.

B. Pledge of Allegiance.

The committee members recited the Pledge of Allegiance.

C. Public Comment.

None.

D. Minutes.

1) To approve the attached January 13, 2021 minutes.

Upon a motion made and seconded (Carrier/Mazzochi) it was unanimously VOTED: to approve the January 13, 2021 minutes.

E. Correspondence Received 1/9/2021 – 2/5/2021.

Meg Guerrera reviewed the correspondences that were included in the agenda packet.

F. Reports.

1) Chair Report.

Meg Guerrera reported that the FHS Building Committee presented the schematic design to the Town Council, the Board of Education, and the Planning and Zoning Commission since the January 13th meeting. Meg also reported that the FHS Building Committee will be presenting the results of the community survey with Ira Yellen at the February 16th Town Council meeting.

2) Communications Subcommittee Report.

Kat Krajewski reported that a committee newsletter was sent out in January which included a community survey. The committee has received close to 1,100 responses out of over 11,000 surveys that were sent out which represents close to a 10% response rate. Ira Yellen of Tall Timbers Marketing indicated that he was pleased with this response rate. Ira stated that the results of the survey are still being analyzed and will be presented to Town Council at the February 16th Town Council meeting.

Kat stated that there are still several projects that the subcommittee is working on including a side-by-side photo presentation. The subcommittee will discuss topics for future public informational meetings.

3) Board of Education Liaison Report.

Beth Kintner reported that the FHS Building Committee presented to the Board of Education at their January 25th meeting. Beth also stated that the Board submitted their proposed budget to Town Council.

4) Town Council Liaison Report.

Chris Fagan reported that the FHS Building Committee presented the schematic design to the Town Council at their January 26th meeting. The FHS Building Committee will be presenting the results of the community survey at the February 16th meeting and the Town Council will provide initial thoughts regarding a referendum timeline.

5) Financial Report.

Kat Krajewski presented the financial report which is recorded with these minutes as Attachment A.

6) State/Legislative Update.

Mark Garilli reported that there was no update from the State regarding reimbursement rates.

7) Industry Update.

Mark Garilli reported that there has not been much movement than what has been reported in previous months. The bidding climate remains good.

G. New Business

1) To approve the attached invoice from Tall Timbers Marketing in the amount of \$5,075.00.

Upon a motion made and seconded (Carrier/Ku) it was unanimously VOTED: to approve the invoice from Tall Timbers Marketing in the amount of \$5,075.00.

H. Adjournment.

Upon a motion made and seconded (Smith/Mazzochi) it was unanimously VOTED: to adjourn at 6:48 P.M.

Respectfully Submitted,

Devon Aldave
Clerk of the Committee

Farmington High School Building Committee
Financial Report- February 10, 2021

Starting Account Balance 2016	\$500,000	Initial authorization for the FHS Building Committee in 2016
Remaining Balance from 2016 committee	\$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

Total Account Balance- Beginning 2018 **\$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
	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	

Farmington High School Building Committee
Financial Report- February 10, 2021

\$596.00	Nutmeg TV Meetings 1/8, 1/15, 1/22	
\$1,198.00	Briarwood Printing- Postcard 8/2020	
\$2,941.34	USPS Postcard Mailing- 8/2020	
\$229.72	Square space website hosting- annual fee	P-Card
\$1,925.06	January Newsletter Postage 1/20/21	
\$224.19	Survey- Business Reply Postage 1/25/21	
\$383.52	Survey -Business Reply Postage 1/27/21	
\$191.76	Survey- Business Reply Postage 1/28/21	
\$62.04	Survey-Business Reply Postage 1/29/21	
\$269.31	Survey- Business Reply Postage 2/1/21	
\$60.63	Survey-Business Reply Postage 2/3/21	
\$36.66	Survey-Business Reply Postage 2/4/21	
\$169.89	Overnight Shipping to Survey Systems	
\$9.80	Survey- Business Reply Postage 2/5/21	
\$35.25	Survey-Business Reply Postage 2/5/21	
\$97.25	Overnight Shipping to Survey Systems	

Total Expense: \$27,051.45

Current Account Balance \$676,955.55

<i>Professional Partners-Invocie (Part 1)</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
<i>Professional Partners-Invoice (Part 2)</i>			
Center for Research and Public Policy	\$8,500.00	\$17,000.00	\$8,500.00
Tall Timbers Marketing	\$13,757.00	\$32,500.00	\$18,743.00
CSG	\$31,707.00	\$105,690.00	\$73,983.00
TSKP Studio	\$118,046.16	\$130,000.00	\$11,953.84
Total Invoices Approved to Date	\$428,119.16		

Farmington High School Building Committee
Financial Report- February 10, 2021

Updated Account Balance (with invoices) \$248,836.39

Remaining Balances

Remaining Balances (see above) \$113,179.84

Total Remaining Balances \$113,179.84

Total On Hand \$135,656.55