

Meeting Minutes
Farmington High School Building Committee Meeting
FHS Library
Wednesday, June 30, 2021
6:30 P.M.

Attendees:

Meg Guerrera, Chair
Sharon Mazzochi
Wendy Ku
Johnny Carrier
Christopher Fagan
Michael Smith (via Zoom)
Beth Kintner
Scott Hurwitz, FHS Principal
Sam Kilpatrick, Director of School Facilities
Kathy Blonski, Town Manager
Kat Krajewski, Assistant Town Manager
Devon Aldave, Clerk of the Committee
Chris Cykley, Construction Solutions Group
Mark Garilli, Construction Solutions Group
Michael Scott, TSKP Studio
Tai Soo Kim, TSKP Studio

A. Call to Order.

The meeting was called to order at 6:33 P.M.

B. Pledge of Allegiance.

The committee members and audience recited the Pledge of Allegiance.

C. Public Comment.

C.J. Thomas, 18 Hobart Street, thanked the FHS Building Committee for their countless hours of hard work. C.J. also wished the committee good luck on the next phase of the process.

Tim Kelly, 62 Westview, congratulated the FHS Building Committee on the successful referendum. Tim encouraged the committee to take advantage of new technology with the building and urged the committee to consider including an indoor running track in the new gym, similar to Central Connecticut State University's indoor track in their recreation center.

D. Minutes.

1) To approve the attached May 5, 2021 minutes.

Upon a motion made and seconded (Mazzochi/Fagan) it was unanimously VOTED: to approve the May 5, 2021 minutes.

E. Correspondence Received 5/4/2021 – 6/25/2021.

Meg Guerrero reviewed the correspondence received and included in the agenda packet.

F. Reports.

1) Chair Report

Meg Guerrero congratulated and thanked the committee. She then presented the results of an anonymous survey sent to all committee members regarding Phase I of the FHS Building Project. These results are recorded with the minutes as Attachment A.

After reviewing the survey results, Meg presented the FHS Building Committee timeline, which is recorded with these minutes as Attachment B.

2) Owner's Representative Report.

Mark Garilli informed the committee that the grant was submitted to the Office of School Construction & Grants Review. Mark stated that the next steps will be working closely with TSKP Studio and the Professional Partnership Subcommittee to develop an RFP for a Construction Manager.

3) Architect Report.

Tai Soo Kim and Michael Scott presented a Farmington High School Project Update. This update is recorded with these minutes as Attachment C.

The committee had general discussion regarding the timeline and milestones provided by TSKP Studio.

4) Communications Subcommittee Report.

Kat Krajewski stated that the Communications Subcommittee met immediately prior to this meeting. She stated that the subcommittee reviewed a proposal from Tall Timbers Marketing for a sustained communication plan throughout construction. The subcommittee recommends that the FHS Building Committee move forward with this proposal. Kat will send the proposal to the FHS Building Committee to review for consideration at the next FHS Building Committee meeting.

5) Financial Report.

Kat Krajewski presented the Financial Report. This report is recorded with these minutes as Attachment D.

G. New Business

1) To approve the attached invoice from Construction Solutions Group in the amount of \$10,569.00.

Upon a motion made and seconded (Carrier/Mazzochi) it was unanimously VOTED: to approve the attached invoice from Construction Solutions Group in the amount of \$10,569.00.

2) To approve the attached invoice from Construction Solutions Group in the amount of \$21,138.00.

Upon a motion made and seconded (Mazzochi/Carrier) it was unanimously VOTED: to approve the attached invoice from Construction Solutions Group in the amount of \$21,138.00.

3) To approve the attached invoice from TSKP Studio in the amount of \$13,000.00

Upon a motion made and seconded (Mazzochi/Carrier) it was unanimously VOTED: to approve the attached invoice from TSKP Studio in the amount of \$13,000.00.

4) To issue a notice to proceed to TSKP Studio to complete final plans, working drawings and specifications, bid documents and contract documents.

Upon a motion made and seconded (Ku/Fagan) it was unanimously VOTED: to issue a notice to proceed to TSKP Studio to complete final plans, working drawings and specifications, bid documents and contract documents.

5) To authorize the Town Manager to sign a contract with Construction Solutions Group (CSG) for services from design development to construction close out.

Upon a motion made and seconded (Mazzochi/Carrier) it was unanimously VOTED: to authorize the Town Manager to sign a contract with Construction Solutions Group (CSG) for services from design development to construction close out.

6) To cancel the July 14, 2021 FHS Building Committee meeting.

Upon a motion made and seconded (Ku/Mazzochi) it was unanimously VOTED: to cancel the July 14, 2021 FHS Building Committee meeting.

7) To cancel the August 11, 2021 FHS Building Committee meeting.

Upon a motion made and seconded (Ku/Mazzochi) it was unanimously VOTED to table this item until the July 28, 2021 meeting.

8) To cancel the August 25, 2021 FHS Building Committee meeting.

Upon a motion made and seconded (Ku/Carrier) it was unanimously VOTED to table this item until the July 28, 2021 meeting.

H. Adjournment.

Upon a motion made and seconded (Carrier/Fagan) it was unanimously VOTED: to adjourn at 8:12 P.M.

Respectfully Submitted,

Devon Aldave
Clerk of the Committee

FHS Building Project Debrief: Phase 1 Process Review

Survey Question	85 Possible Points
Explore engaging multiple firms in the design process and project cost.17 responses	79
Include a new building option and determine the cost on the existing FHS site and other locations	83
Show and clearly communicate the project's required versus desired upgrades to the public	74
Require the architect(s) to include a cost for physically maintaining FHS in its current form.	77
Require the architect(s) to include a cost for renovation in the existing footprint of FHS	82
The Building Committee should show the public how they arrived at the proposed project (prioritize the options)	80
Use the survey results and the previous building committee data as reference through the process	77
Engage the community throughout the process through surveying and other methods to receive feedback	79
Engage the state legislative delegation to maximize state reimbursement	64

Comments

Tight messaging along with frequent & ample communication in different forms made a big difference. To not entertain questions about “total cost with interest” and to present cost information in easy to understand terms was key in not allowing for the use of manipulation and fear mongering by the opposition.

The mailings that were sent out were not sent to all areas. Comments were made by some residents that they did not receive the second mailing nor the final one. Overall community engagement was successful because the referendum passed.

Engaging multiple design firms was implemented, however I don't believe that the exercise was effective in lowering the overall project cost. The results for both firms had very similar costs to each other and to the previous project.

The competitive design process added a lot of work for the committee.

Great team effort. Fine example of how a community should come together for educating future generations of students and recruiting the best educators.

Its important to keep the community engagement going and not just through public meetings (which most people just don't attend unfortunately) but also through information emailed and mailed to residents. Perhaps more articles in the paper etc. Transparency will continue to be very important

FHS Building Project Debrief: Phase 1 Communications Review

Survey Question	85 Possible Points
Increase the number of Town newsletters (Town Council Directive)	79
Review the capabilities of the architect to support marketing efforts throughout the project	79
Communicate to the public that the Town's dedicated project web page on the project can be distributed and reproduced	79
Run bus trips from Senior Center/Senior Housing/New Horizons to FHS for tours	64
Coffee with the committee (i.e. Coffee with a cop program)	71
Chair Report with bullet points after each meeting to distribute to public via e-newsletter/post on website	83
Research project engagement platforms to sync to website	63
Engage civic groups/diverse demographics in the public participation to reach a broader audience (ex: Exchange Club, Rotary Club, Booster Clubs, Youth Sports, Tunxis Seniors, Chamber of Commerce, Religious Organizations, etc.)	70
Hold as many meetings as possible in the FHS facility	78
Use clear and concise communication	80
Refer to the updated Statement of Needs one page document created by the FHS Facility and Financial Ad-Hoc Committee	82
Present data and information to strengthen the committee's message. Include timelines and impact.	83
Have Elections Enforcement present to the building committee early in the process	79
Communicate the overall timeline of the project to the public including phasing timelines and impact to students.	83

Comments

I'm confident that all of these efforts would have been more even more effectively implemented were it not for the COVID pandemic.

Obviously, COVID limited some outreach efforts (i.e. number of meetings held inside FHS, Coffee with the Committee, FHS tours). However, the committee adapted well and hosted an impressive amount of online presentations prior to the blackout period. Although attendance at these meetings could have been higher, I believe the public appreciated the sheer number of presentations the committee held. It demonstrated commitment and unity around the project.

Communication went well.

Many public meetings and multiple types of communication

In my opinion communication was excellent especially during the COVID -19 pandemic.

Communication was clear and consistent throughout the process.

FHS Building Project Debrief: Phase 1 Financial Considerations Review

Survey Question	85 Possible Points
Before establishing a new building committee, a project's financial impact should be evaluated by the Town Council by reviewing the long-term forecasting (Town Council Directive)	80
The Town Council should set the range of the net municipal cost of the project for the committee (Town Council Directive)	84
In the charge of the committee, The Town Council should require periodic reports from the building committee throughout the process (Town Council Directive)	81
The cost of the project should be communicated early and often	83
The financial information needs to be presented and communicated in a clear and consistent manner	75
When issuing debt for the project, consideration should be given to various financing options such as principal skips (Finance Director Directive)	75

Comments

Not focusing on "pay back amount" or cost with interest over the life of the bonds was key. Focusing on tax impact was key. We ended up not needing it, but a ranked list of similar projects in the state in recent years may have been helpful in presenting cost, so residents could better understand how our project fits within with average market costs.

Finance Director did a great job.

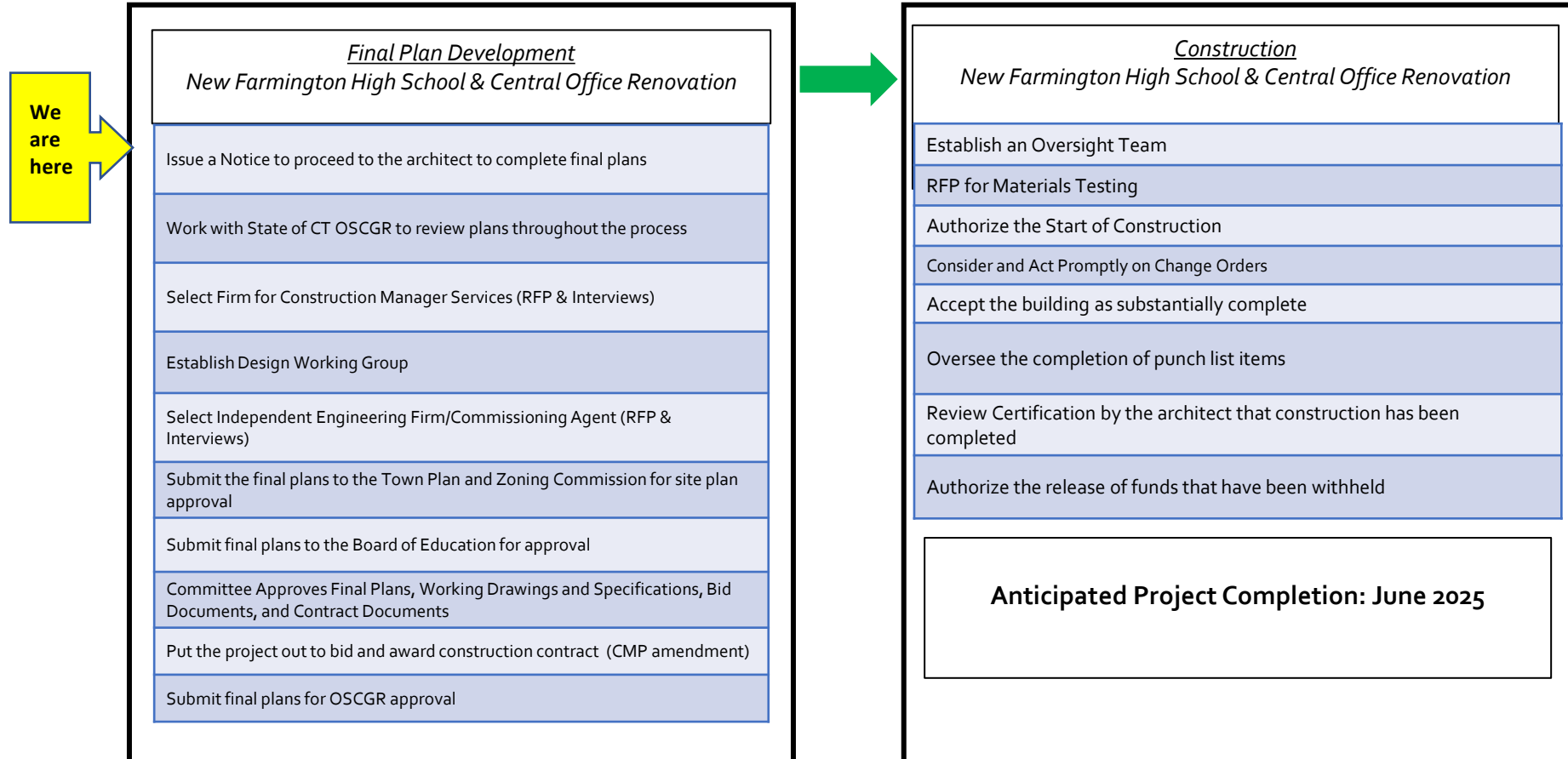
The communication efforts regarding the financial implications were clear and consistent. The decision to discuss how the project would affect taxes as part of the Town's overall financial forecast provided residents with a more realistic and all-inclusive picture.

Communication on \$466 was the only weak spot.

In my opinion the clear communication and consistent messaging regarding the finances was a huge improvement over the last project. The messaging never changed.



FHSBC Timeline- Updated 6/25/2021



DRAFT: This is a planning document that represents high-level tasks and will be updated continually based on new information.

Farmington HS Project Update

30 June 2021

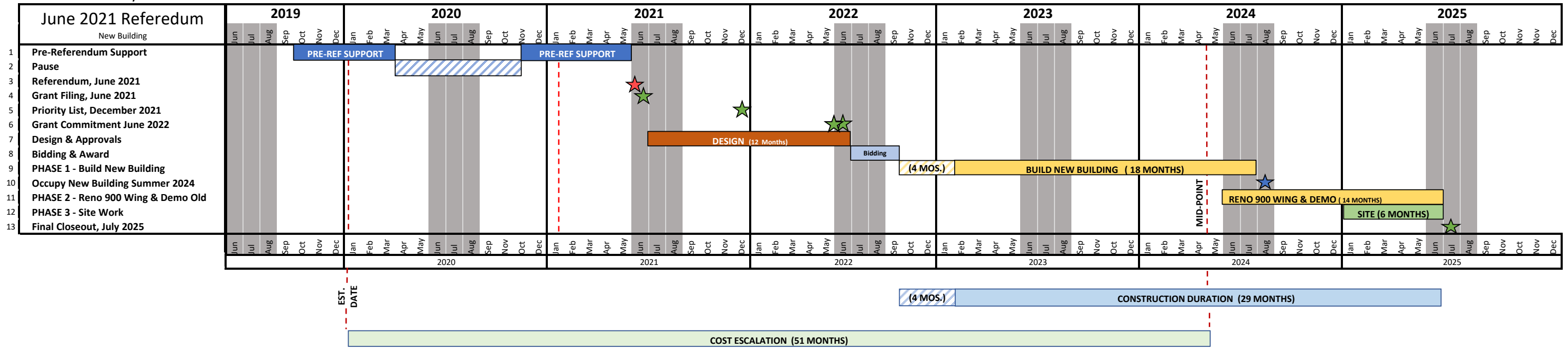
Enhanced Schematic Design Tasks

- Survey of entire site
- Boring tests where building to be located
- Study existing utilities on the site and develop new site utility plan
- Mechanical engineer to consult with Town and design system best suited to the architectural plan
- Architect refine the floor plan based on Ed Spec and review with key personnel
- Cost estimate at the end of Enhanced SD

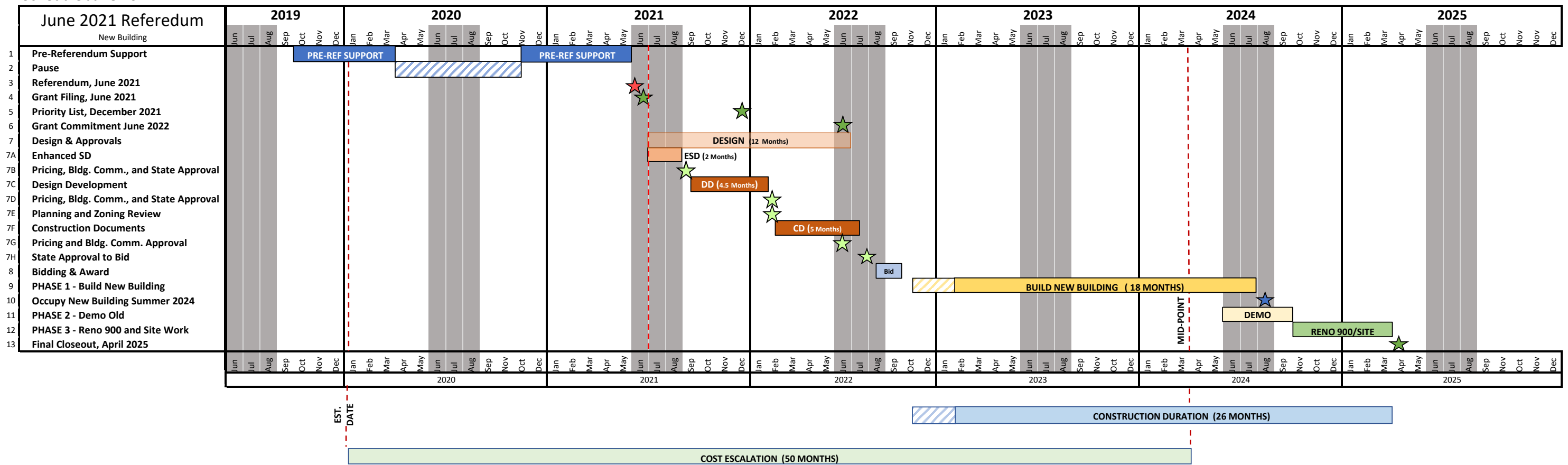
Deliverables

- Site
 - ❖ Phasing Plan
 - ❖ Site Plan
 - ❖ Site Utility diagram
 - ❖ Landscape Plan
- Architecture
 - ❖ Building Plans and Ceiling Plans
 - ❖ Elevations, Sections
 - ❖ Large-scale key Sections
 - ❖ Finish Schedule
 - ❖ Exterior and Interior Renderings
 - ❖ Colored Building Elevations
 - ❖ Large-scale Model
- Structure
 - ❖ Typical floor Framing Plan
- MEP
 - ❖ Schematic design of Mechanical, Electrical, Plumbing, and Fire Protection
- Cost Estimate

Schedule January 2021



Schedule June 2021



Farmington High School Building Committee
Financial Report-June 30, 2021

Attachment D

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
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\$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	
		Additional reply postage received after survey deadline
\$318.66	Survey-Business Reply Postage- 2/9-2/24/21	
\$19.74	Survey -Business Reply Postage - 2/25/21-3/5/21	
\$4.23	Survey-Business Reply Postage- 3/11/21-3/17/21	
\$1,925.06	March Newsletter Postage- 3/25/2021	
\$110.06	Domain Name Registration -4/16/2021	
\$2,089.68	May Newsletter Postage-4/29/2021	
\$750.00	Tall Timbers Marketing-Additional Costs	
\$2,345.21	Explanatory Text Newsletter	
\$1,968.00	Briarwood Printing- Explanatory Text Newsletter	
Total Expense:		\$36,582.09

Current Account Balance **\$667,424.91**

<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

Farmington High School Building Committee
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QA+M	\$47,000.00	\$47,000.00	\$0.00
TSKP Studio	\$120,000.00	\$120,000.00	\$0.00

Professional Partners-Invoice (Part 2)

Center for Research and Public Policy	\$8,500.00	\$17,000.00	\$8,500.00
Tall Timbers Marketing	\$32,482.00	\$32,500.00	\$18.00
CSG	\$95,121.00	\$105,690.00	\$10,569.00
TSKP Studio	\$130,000.00	\$130,000.00	\$0.00

Total Invoices Approved to Date **\$522,212.00**

Updated Account Balance (with invoices) **\$145,212.91**

Remaining Balances

Remaining Balances (see above) \$19,087.00

Total Remaining Balances **\$19,087.00**

Total On Hand **\$126,125.91**