

**Meeting Minutes**  
**Farmington High School Building Committee Meeting**  
**FHS Library/Online Hybrid**  
**Wednesday, July 28, 2021**  
**6:30 P.M.**

**Attendees:**

Meg Guerrera, Chair  
Wendy Ku  
Johnny Carrier  
Chris Fagan  
Ellen Siuta (via Zoom)  
Michael Smith (via Zoom)  
Beth Kintner  
Kathy Greider, Superintendent  
Alicia Bowman, Asst. Superintendent of Finance & Operations  
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  
Ryszard Szczypek, TSKP Studio

**A. Call to Order.**

The meeting was called to order at 6:36 P.M.

**B. Pledge of Allegiance.**

The committee members recited the Pledge of Allegiance.

**C. Public Comment.**

Jay Tulin, 39 Timberline Drive, expressed his continued support for a Universal Design consultant as Chair of the Human Relations Commission and a member of the Citizens Coalition for Equal Access. Jay stated that the consultant should be brought on as quickly as possible and should be part of the entire process. He also suggested that a person with a disability be available to test out functions of the building to ensure compliance.

**D. Minutes.**

**1) To approve the attached June 30, 2021 minutes.**

Upon a motion made and seconded (Fagan/Carrier) it was unanimously VOTED: to approve the June 30, 2021 minutes.

**E. Correspondence Received 6/26/2021 – 7/23/2021.**

**1) Dana Miller – Roof**

**2) Ryan Baker – Construction Bids**

**3) Angela Baron – Crestwood Path**

Meg Guerrera reviewed the correspondences received.

## **F. Reports.**

### **1) Chair Report**

Meg Guerrera stated that the FHS Building Committee will meet on August 11<sup>th</sup> and August 25<sup>th</sup> to provide feedback to professional partners.

Meg also asked committee members to provide their availability for a tour of Guilford High School.

### **2) Owner's Representative Report.**

Mark Garilli stated that there is a tentative date of September 1<sup>st</sup> for a meeting with the State Office of Construction Grants & Review. At that meeting, TSKP Studio will present the enhanced schematic design, and the participants will discuss the grant process for managing two projects.

### **3) Architect Report.**

Ryszard Szczypek stated that TSKP Studio is at the halfway point for completing the enhanced schematic design. Ryszard stated that TSKP Studio has released a few subconsultants including a surveyor and a geotechnical engineer, to begin their work.

On August 10<sup>th</sup>, Ryszard stated that TSKP Studio will be presenting the enhanced schematic floor plan to school staff and administration to solicit feedback from the future users of those spaces. Ryszard hopes to assign representatives from different school faculty to participate in ongoing review. TSKP Studio will report any feedback from school staff at the August 11<sup>th</sup> FHS Building Committee meeting.

### **4) Professional Partnership Subcommittee Report.**

Kat Krajewski stated that the Professional Partnership Subcommittee met on July 21<sup>st</sup>, and reviewed and approved the following:

- Draft RFQ for Construction Management Services
- Draft score sheet for the Construction Manager RFQ.

Kat stated that the subcommittee will be meeting soon to review the contract, RFP, and interview format for Construction Management Services.

### **5) Financial Report.**

Kat Krajewski reported that there is no update since the June 30, 2021 meeting.

## **G. New Business.**

### **1) To review and approve the attached Sustained Communications Proposal from Tall Timbers Marketing.**

Committee members agreed that this proposal is important for keeping the public engaged and updated throughout the building process.

Upon a motion made and seconded (Fagan/Carrier) it was unanimously VOTED: to approve the Sustained Communications Proposal from Tall Timbers Marketing.

### **2) To review and approve the attached draft RFQ for Construction Management Services.**

Kat Krajewski stated that the draft RFQ for Construction Management Services has been approved by the Professional Partnership Subcommittee and has been reviewed by the Town Attorney and the Office for School Construction Grants & Review. Kat reviewed the timeline included on page 14 of the draft RFQ.

Upon a motion made and seconded (Fagan/Ku) it was unanimously VOTED: to approve the draft RFQ for Construction Management Services.

### **3) To review and approve the attached draft score sheet for the Construction Manager RFQ.**

Kat Krajewski stated that the draft score sheet for Construction Manager RFQ was approved by the Professional Partnership Subcommittee.

Upon a motion made and seconded (Fagan/Ku) it was unanimously VOTED: to approve the draft score sheet for the Construction Manager RFQ.

### **4) To approve the inclusion of Environmental Design and Food Service Design consultants in TSKP Studio's scope of services.**

Ryszard Szczypek explained that Environmental Design consultants are licensed to identify and quantify hazardous materials which is important to confirm the budget. This consultant would also provide abatement plans and specs. Ryszard stated that Food Service Design consultants specialize in kitchen equipment.

Meg Guerrera clarified that approval of this motion would allow TSKP Studio to take over the contracts and proposal management of these consultants.

Upon a motion made and seconded (Kinter/Ku) it was unanimously VOTED: to approve the inclusion of Environmental Design and Food Service Design consultants in TSKP Studio's scope of services.

**5) To take any action on Theater Design and/or Universal Design consultants for the FHS Building Project.**

Ryszard Szczypek stated that TSKP Studio have worked with Theater Design consultants in the past and feels that it would be a wise inclusion.

Ryszard Szczypek stated that TSKP Studio has worked with Universal Design consultants for projects completed in Massachusetts. Committee members engaged in discussion regarding Universal Design. It was determined that Ryszard would solicit proposals from Universal Design firms which include a clear scope of service.

Upon a motion made and seconded (Fagan/Smith) it was unanimously VOTED: to amend the motion to read the following: to request TSKP Studio to solicit proposals for Theater Design and Universal Design consultants.

Upon a motion made and seconded (Fagan/Smith) it was unanimously VOTED: to request TSKP Studio to solicit proposals for Theater Design and Universal Design consultants.

**H. Adjournment.**

Upon a motion made and seconded (Ku/Carrier) it was unanimously VOTED: to adjourn at 7:43 P.M.

Respectfully Submitted,

Devon Aldave  
Clerk of the Committee