

**Town of Farmington, CT
Office of the Town Manager
Town Council Meeting**

DATE: January 24, 2023
(Council Members are asked to call the Town Manager's office if they are unable to attend the meeting.)

TIME: 7:00 P.M.

PLACE: Town Hall – Council Chambers (Public Welcome)
To access the livestream:
<https://us02web.zoom.us/j/84191208049>

Dial: +1 312 626 6799
Webinar ID: 841 9120 8049

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Public Comment
- D. Consideration of Special Topics
 - 1. 1928 Building Committee Presentation
 - 2. Financial Forecast Update – Joe Swetcky, Dir. of Finance and Administration.
 - 3. To set the net municipal cost of the 1928 Building Project.
 - 4. To charge the 1928 Building Committee to complete the attached requirements for the planning and construction process for building projects per §53-4 of the Town of Farmington Code.
- E. New Business
- F. Executive Session
None
- G. Adjournment

MOTION:

Agenda Item D-1

Presentation from the 1928 Building Committee.

NOTE:

Peter Mastrobattista, 1928 Building Committee Chair, Kathleen Blonski, Town Manager and Chris Nardi, Project Architect will present a conceptual design and preliminary pricing for the renovation of the 1928 Building for Town Hall operations.

MOTION:

Agenda Item D-2

Presentation of Financial Forecast – Joe Swetcky, Director of Finance and Administration.

NOTE:

Joe Swetcky, Director of Finance, will present the potential impact of the 1928 renovation project on the long-term financial forecast, anticipated debt schedule, possible use of ARPA funds to offset the total project cost, and the projected tax impact of the project.

MOTION:

Agenda Item D-3

To set the net municipal cost of the 1928 Building Project.

NOTE:

Per the charge of the 1928 Building Committee, after reviewing all financial information, the Town Council will determine a net municipal cost and total project budget. The Town Council should also determine if ARPA funds will be used for this project. The net municipal cost is the Town of Farmington's cost share, or the amount the Town anticipates it will bond for this project.

For historical reference, in 2020 the net municipal cost for the Farmington High School Building Project was set as a range.

1928 Building Committee Recommendation

1. The 1928 section of the existing high school is considered a landmark by many residents and visitors to Farmington. For that reason, a town-wide survey was conducted in the Spring of 2022 to determine if there was support from the community to retain the 1928 building. The results of that survey indicated that 77.8% of respondents supported retaining the 1928 Building.
2. Since May of 2022, the 1928 Building Committee has been working with the project architect on a renovation option that would address the Town Council's approved Statement of Needs. The statement of needs includes the Town's long- term space and storage needs.
3. After extensive review, the 1928 Building Committee has recommended that the 1928 Building be renovated into a new Town Hall. It is anticipated that the existing Town Hall will become the "Town Hall Annex" with space provided for community use, social service programs, additional storage, and an expanded Regional Probate Court.
4. The schematic design cost estimate for the 1928 Building project is \$16,597,919. The construction estimate includes complete renovation costs, including:

- Mechanical Systems
- Electrical distribution, power, data, and LED lighting
- Toilet room fixtures
- Flooring and Ceilings
- Windows, Doors, and Hardware
- Roofing
- Exterior Building Restoration and Structural improvements
- Complete Site Package

Wood Sports floor (Gymnasium) and Basketball Hoops /Scoreboard

The Building Committee and Town staff have reviewed the cost estimate in detail with our Architects and cost estimators.

5. The Building Committee is recommending that the Town Council approve a project budget not to exceed \$16,597,919. It should be noted that the Building Committee expects that the cost estimates associated with the site plan will be less than estimated because the scope of work between the 1928 project and the Farmington High School project overlaps and should result in savings to the 1928 project.

American Rescue Plan Act (ARPA) Funds

On March 8, 2022, the Farmington Town Council determined that the Town of Farmington's ARPA funds should be used for large, long-term capital projects. Long-term capital projects would produce the following results:

1. Positively impact all taxpayers rather than specific requestees; enabling funds to be distributed in a more equitable manner.
2. Allow the Town to fund projects that normally could not otherwise be afforded.
3. Make Investments in transformational projects that will have town-wide long-term benefits.

Farmington has received \$7,545,852 in ARPA funds and those funds must be obligated by December 31, 2024. The Town of Farmington allocated \$108,860 to the Farmington Valley Health District. Those funds were used for public health efforts include vaccination campaigns, providing resources to address the growing mental health challenges exacerbated by the pandemic, modernization of information technology infrastructure and workforce development.

The remaining balance is \$7,436,992. I am recommending that the Town Council use \$7,000,000 of the \$7,436,992 for the 1928 Building Project. I am also recommending that the remainder of the ARPA funds (\$436,992) be used for the Town's matching STEAP grant requirement for the new pickleball and splash park at the Westwoods Golf Course complex.

If the Town Council concurs with these recommendations, both expenditures \$7,000,000 and \$436,992 would be included in the FY 2023-2024 Capital Improvement Plan and Budget. These projects would be coded as "Other" funds and would not have a negative tax impact on town taxpayers.

Next Steps/ Process

1. The Town Council needs to determine the total project budget. The 1928 Building Committee is recommending a total project budget of \$16,597,919.
2. The Town Council needs to determine if the ARPA funds will be used for this project.
3. The Town Council needs to set the net municipal cost share, or the maximum amount the Town will bond for this project. For example, if the Town Council agreed to apply the \$7,000,000 in ARPA funds to the project and concurred with the Building Committee's recommendation the action item would be to set the net municipal cost of the 1928 Building Project at no more than \$9,597,919.
4. I am recommending that this project go to a referendum vote as a separate question at the upcoming budget referendum on April 27, 2023. It should be noted that the net municipal cost is not finalized until the Town Council sends this project to a referendum vote. If savings are realized between now and early April, the Town Council can modify the net municipal cost/or the amount to be bonded at that time.

MOTION:

Agenda Item D-4

To charge the 1928 Building Committee to complete the attached requirements for the planning and construction process for building projects per §53-4 of the Town of Farmington Code.

NOTE:

Chapter 53 of the Town Code (attached) established procedures to plan, approve, and construct public buildings in an orderly and cost-effective manner. With the building committee's completion of their tasks, the next step is for the Town Council to re-charge the committee upon setting the net municipal cost. §53-4 outlines the required steps to bring the project through schematic design and to receive the required approvals prior to a Town Meeting and referendum. If the project is approved at referendum, §53-4 outlines the steps necessary to bring the project through final plan development and construction.

A high-level timeline of the Building Committee's next steps is as follows:

- Completion of Schematic Design- January-April 2023
- Community Presentations- February-March 2023
- Anticipated Referendum- April 2023

/Attachment

ARTICLE I

Construction Procedures

[Adopted 2-28-1995; amended in its entirety 5-14-2002]

§ 53-1. Purpose.

The purpose of this article is to establish procedures to plan, approve and construct public buildings in an orderly and cost-effective manner, including giving clear direction and course of action to the appointed building committee or designated person or persons. This article shall apply to all pending public building projects in progress on the effective date of this article.

§ 53-2. Statement of needs.

- A. The Town department or agency initiating a request for the construction or renovation of a public building shall submit to the Town Manager a statement of needs which justifies the requested construction. The Town Manager shall review the statement of needs critically and shall, when satisfied that the statement is complete, submit the statement to the Town Council along with a recommendation for approval or disapproval of nonschool proposed construction.
- B. The Board of Education, being responsible under C.G.S. § 10-220 for making a study of the needs for school facilities and of a long-term school building program, shall, as part of a statement of needs, make recommendations to the Town Council for new school construction, additions or renovations based upon such study.
- C. Town Council approval of a statement of needs shall be required before any further action is taken. The Town Council may hold hearings or take any other action it deems appropriate to obtain information prior to approving a statement of needs.
- D. Each Town department or agency, including the Board of Education, shall, at the time of submitting annual budget requests, submit an estimate of expenditures for capital improvements for the next five years. The Town Manager, at the time of submitting the proposed annual budget to the Town Council, shall submit a five-year capital improvements program with a recommendation of what, if any, project or projects should be undertaken in the ensuing fiscal year. The Council shall consider and act on the projects, either approving, disapproving or approving at a revised estimate of costs.

§ 53-3. Building committee or other designated person or persons.

- A. Upon approval of a statement of needs, the Town Council shall appoint a building committee for all school buildings, including at least one member of the Board of Education, and may appoint a building committee for all other Town buildings.

- B. If a building committee is appointed, the Town Council shall define the scope of the responsibilities of such committee. The Town Council shall seek to include persons experienced in design and construction (such as an architect and/or construction engineer) to be building committee members.
- C. If a building committee is not appointed for Town buildings other than schools, the Town Council shall specifically designate the person or persons responsible for planning and supervising the construction of such building and shall define the scope of responsibilities of such person or persons.
- D. Hereinafter, the building committee or designated person or persons shall be referred to as the "committee."
- E. The Town Manager shall provide the committee with qualified and adequate staff support on building, financial, administrative and clerical matters. The role and scope of staff shall be clearly defined by the Town Manager and shall be described by the Town Manager to the committee. The Town Manager shall stay in close touch with the committee and keep the Town Council advised on material developments as they occur.

§ 53-4. Planning and construction process for building projects.

- A. Project initiation. The Town Council shall, upon recommendation of the Town Manager:
 - (1) Select a site for the construction. If a school site is involved, the site shall be approved by the Board of Education and the State Commissioner of Education prior to the start of construction.
 - (2) Develop and incorporate into the committee's charge a clear description of the nature, size and purpose of the proposed building based on the approved statement of needs.
- B. Preliminary plan development. The committee shall:
 - (1) Solicit proposals from qualified architects to prepare schematic drawings and project cost estimates, including costs of construction, engineering, finance, legal, contingency, independent construction monitoring and oversight, and other appropriate costs.
 - (2) Negotiate a contract or contracts with the selected architect. The architectural work will be contracted for in two phases. Phase one will consist of preresolution services, including the preparation of schematic drawings and cost estimates, including structural site work, grading and drainage, presentations to Town boards and commissions and other services and costs as determined by the committee. Phase two services will complete the project through Town acceptance and final payment to the contractor(s). The phase

two contract will include the architectural fees and expenses to take the project through the design development, contract document and administrative services phases during construction, including the preparation of bid documents and contract documents, the evaluation of bids and the determination of appropriate bonding, insurance and other soft costs. The contract(s) shall provide that the architect will not proceed beyond phase one services until the committee has issued a notice to proceed after the approval of funding for the entire project; and that the Town has no financial obligation beyond phase one fees and expenses if the project funding is not approved.

- (3) Obtain from the architect a certificate attesting to the architect's errors and omissions insurance coverage that will be valid throughout the duration of the project.
 - (4) Request sufficient funds from the Town Council to pay for the architect's phase one services. Upon approval of such funding, the committee shall execute the contract with the architect for such services.
 - (5) Decide what type of owner's representative to use (if other than the architect) such as a clerk of the works, construction manager or general contractor. If a construction manager is to be used, the committee shall solicit proposals from qualified firms and negotiate services and fees for the pre- and post-referendum phases.
 - (6) Submit the completed schematic drawings to the Town Plan and Zoning Commission for informal review and recommendation and make such changes as appropriate in accordance with the contract for architectural services.
 - (7) Submit the completed schematic drawings and project cost estimates to the Town Council for approval.
 - (8) Upon Town Council (and Board of Education for school projects) approval of the schematic drawings and project cost estimates, request that the Town Council:
 - (a) Set a Town meeting (and referendum if necessary) for the total project cost based on the cost estimates prepared by the architect and/or construction manager; and
 - (b) Refer the project to the Town Plan and Zoning Commission for a report under C.G.S. § 8-24.
- C. Final plan development. If the project is approved at the Town meeting (or referendum, if necessary) the committee shall:
- (1) Issue a notice to proceed to the architect to complete final plans, working drawings and specifications, bid documents and contract documents. The committee and its consultants shall review the

design documents at each design phase to evaluate, refine and update cost estimates and verify that the plans fulfill the purpose of the proposed building in a reasonable manner. The committee shall submit a copy of the final plans, working drawings, specifications, bid documents and contract documents to an independent, qualified engineering firm for a comprehensive review as to accuracy, clarity and completeness. The engineering firm shall submit comments to the committee. The committee shall direct the architect to make such changes as it deems appropriate.

- (2) Submit the final plans to the Town Plan and Zoning Commission for site plan approval. Upon receipt of the architect's changes and approval of the Town Plan and Zoning Commission, and approval of the Board of Education for school projects, the committee shall put the project out to bid and award the construction contract. The Town Manager and a person designated by the committee shall execute the construction contract on behalf of the Town.
- (3) Meet with the architect, general contractor or construction manager to reconcile any differences between the parties. The committee shall approve the final plans, working drawings and specifications, bid documents and contract documents.

D. Construction initiation. The committee shall:

- (1) Establish an oversight team consisting of the architect, Town staff members and/or consultants to assure regular and knowledgeable in-the-field monitoring of construction and evaluation of change orders and to keep the committee up-to-date on a regular basis on all material developments. The committee shall contract for additional independent monitoring of the construction process, if deemed necessary.
- (2) Authorize the start of construction.
- (3) Monitor the construction process to include meetings with the architect, project manager and construction contractor as necessary to resolve any differences.
- (4) Establish liaisons and/or other means of communication to keep the Town Manager, Town Council and other interested parties up-to-date on project developments.
- (5) Consider and act promptly on change orders, making certain that any increase in the cost involved in any change order is within the amount appropriated for the project.
- (6) Monitor the preparation by the architect of a list of items (punch list) which are not fully completed or which require further attention when the architect has certified that the building is substantially complete. The committee shall accept the building as

substantially complete and make certain that the punch list items are completed promptly and properly.

- (7) Review the certification by the architect that construction has been completed in full compliance with contract documents or review the list of items that are not yet satisfactorily completed.
- (8) Authorize the release of funds that had been withheld or designate those funds to be withheld pending completion of any unfinished work or for any other appropriate reason.

§ 53-5. Town Manager's responsibility for coordination of process.

Throughout the planning and construction process, the Town Manager shall be responsible for coordinating the process and working with the committee and making full use of the Town staff and appropriate outside services as required. The Town Manager shall attend meetings as necessary between the architect and general contractor or construction manager and/or subcontractors. In the event of a conflict precluding the Town Manager's attendance at any such meetings, the Town Manager shall designate an alternate to attend in his/her absence and promptly after the meeting shall confer with the alternate and be briefed on significant developments. Within budgetary limits, the Town Manager is authorized to obtain such outside services as he/she believes are needed.

§ 53-6. Execution of contracts.

The Corporation Counsel shall review all contracts before they are entered into by the Town or the committee and shall oversee the execution of such contracts and compliance with appropriate bonding and insurance requirements.

§ 53-7. Approval by State Commissioner of Education.

In the case of the construction of school buildings, the Town Council may by resolution authorize the Board of Education to apply to the State Commissioner of Education for a state grant-in-aid for the project. The Board of Education and Superintendent of Schools shall be responsible for having the State Commissioner of Education approve the plans and other matters relating to such application and for obtaining school construction grants from the state.