

Minutes of the Town of Farmington  
Regular Town Council Meeting January 24, 2023  
Held in Person and by Zoom Webinar Meeting

Attending:

C. J. Thomas, Chair  
Joe Capodiferro  
Brian F. X. Connolly  
Edward Giannaros  
Keith Vibert  
Rafeena Bacchus-Lee  
Johnny Carrier

Kathy Blonski, Town Manager  
Maureen Frink, Town Clerk  
Devon Aldave, Management Analyst

A. Call to Order

The Chair called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance

The Council and members of the public recited the Pledge of Allegiance.

C. Public Comment

Tim Kelly, 62 Westview Terrace, stated he went to an earlier presentation where The preliminary cost estimate was about \$17 million. He stated there were key factors missing: 1) upgrade and insulation; 2) Owner's Rep is missing; and 3) Inflation escalation and contingency percentage. Mr. Kelly stated we should look at this as a \$20 million program

Robert Parker, 22 Tanglewood Rd., questions the timing of this building renovation and repurposing. He feels the process has been rushed through. He stated the timing is wrong, especially in a revaluation year and not knowing what is going to happen to our budget. He questioned, with the tax burden on to the high school and a tax burden on to the building renovation, could we take a break for a year or two. He stated the Town needs to take control of its finances before we add another \$9.5 million. Mr. Parker asked about the \$7 million in ARPA funds and could it be used to lower the Town's debt payment for the new school and is there other capitol improvements we could use the money for. He stated that when the favorable survey results came in there was no cost estimate at that time, and he feels today's surveys results would be completely separate answer.

Tim Lebouthillier, 77 Sylvan Ave., he stated he is not only there for himself, but also representing the Unionville Museum. He stated he supports this project and hopes the town will too. He thanked the Town Council for the work and consideration of the 1928 building. He thanked the Committee for their work as well. He stated this project defines us as who we are: culturally, socially, symbolically, and politically. Mr. Lebouthillier stated that the project preserves

our history, it celebrates our heritage, it's an extension of historic experience for future generations, it helps maintain the character of our town.

Matt Hutvagner, 4 Deepwood, commented and questioned the ARPA funding and its permitted uses. He stated it was his understanding that it was for post-pandemic health and safety. He stated that the elementary schools have no HVAC. He said it's very warm in those buildings and there is not a lot of air flow. Mr. Hutvagner stated he is looking forward to the presentation. He thanked the Council for their work.

D. Consideration of Special Topics

A motion was made and seconded (Capodiferro/Vibert) to add new business under Agenda Item E-1 for a vacancy on the Unionville Historic District.

Adopted unanimously

1. 1928 Building Committee Presentation

Mr. Mastrobattista, Chair of the 1928 Building Committee, recognized the members of the Committee and the work they have done which included himself as Chair, Jean Baron, Joe Capodiferro, Chris Fagan, Jack Kemper, Dan Kleinman, Mike Walsh and town staff Kathy Blonski, Kat Krajewski, Russ Arnold, Scott Hurwitz, and Devon Aldave.

Kathy Blonski, Town Manager, reported on the work that has been done through the presentation attached as Agenda Item D-1.

Christopher Nardi, Principal and Project Architect, Silver/Petrucci & Associates, discussed the plans (Agenda Item D-1). Mr. Nardi highlighted the following from each floor starting with the ground level: new vestibule with ADA compliant elevator, multipurpose gymnasium space with a classroom and an office for Rec. Dept. use; new bathrooms and Clerk, Tax Collector, Assessor, and Registrar of Voters offices; the second floor is the development suite included Public Works, Building Office, etc., as well as the IT Department, renovated bathrooms, storage, custodian's office, and a shared town breakroom; the third floor includes Rec. offices, Finance Dept., renovated bathrooms, Town Manager's office with conference room, and a multipurpose shared training room as well as two rooms, one for record retention storage and the other for supply storage. Mr. Nardi further discussed parking for the 1928 building, relocating the tennis courts closer to the new high school, the landscape around the building, and the structure of the building: restoration, window replacement, and restoring the cupola.

Mr. Nardi stated that Silver/Petrucci & Associates worked with a third party estimator, PACS, LLC. The estimate is included in the Agenda Item D-1 attachment. The total project cost is listed at \$16,597,919.00. The cost includes a 10% contingency and 6% escalation.

Ms. Blonski reported on the Building Committee Recommendations, Federal ARPA Funds, and the next steps, all of which are included in the Agenda Item D-1 attachment. Ms. Blonski noted that the net municipal cost is not finalized until the Town Council sends the project to Referendum.

The Council asked questions which were answered by Mr. Nardi. Questions & answers included the removal of asbestos, which will be removed; the synergies between the High School project and the 1928 project and the potential savings continue to be discussed between the two; space needs were discussed and a communication plan with the public will be implemented; pricing was discussed and reviewed and other consideration were addressed; the timing of the Referendum for the 1928 Building was discussed and it meets the timeline of the Town Budget Referendum; available potential grants, and spaces needs at current town halls for other town departments use. Also discussed were questions asked by the audience during public comment.

## 2. Financial Forecast Update

Joe Swetcky, Dir. of Finance and Administration, discussed the financial Forecast which is attached as Agenda Item D-2.

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

Motion was made and seconded (Capodiferro/Vibert) to set the net municipal cost of the 1928 Building at \$9,000,000.00.

The Building Committee recommends the Town Council approves a project cost not to exceed \$16,597,919.00 Ms. Blonski added that the town would allot \$7,000,000 of the remaining ARPA funds to the 1928 Building and will use the remaining \$436,922.00 of ARPA funds to the Town's matching STEAP grant requirement for the pickleball and splash park at Westwoods Golf Course. A net municipal cost of \$16 million; therefore, leaving the cost at \$9 million. The Town Manager added she does recommend going to Referendum at Budget time.

The Council discussed what they learned from the presentations from both the Architect and Finance Director at length.

Adopted unanimously

## 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.

Motion was made and seconded (Capodiferro/Vibert) 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 (Agenda Item D-4 attached)

Adopted unanimously

E. New Business

1. That Matt Ross be appointed to the Unionville Historic District & Properties Commission for the balance of a five-year term beginning immediately and Ending September 30, 2024.

Motion was made and seconded (Capodiferro/Vibert) to appoint Matt Ross to the Unionville Historic District & Properties Commission for the balance of a five-year term, beginning immediately and ending September 30, 2024.

Adopted unanimously

F. Executive Session

There was no Executive Session held

G. Adjournment

The Council members wish the Chair, C. J. Thomas, a happy birthday.

Motion was made and seconded (Capodiferro/Vibert) to adjourn the January 24, 2023 Regular Town Council Meeting at 9:26 p.m.

Adopted unanimously

Respectfully submitted,

  
Maureen Frink, Clerk

# 1928 Building Committee Presentation to Town Council

January 24, 2023

## 1928 Building Committee Members

Peter Mastrobattista, Committee Chair

Jean Baron, Resident

Joe Capodiferro, Town Council Liaison

Chris Fagan, FHS Building Committee Liaison

Jack Kemper, Resident

Daniel Kleinman, Resident

Michael Walsh, Resident

Kathy Blonski, Town Manager

Kat Krajewski, Assistant Town Manager

Russ Arnold, Director of Public Works

Scott Hurwitz, Asst. Superintendent of Finance & Operations

Devon Aldave, Clerk of the Committee

## Summary

- Residents voted to approve the construction of a New Farmington High School in June of 2021.
- Per the approved FHS Building Project, the majority of the existing high school is slated to be demolished in the Summer of 2024.
- The 1928 Section of the existing high school is considered a landmark by residents and visitors to Town.
- A March 2022 town-wide survey showed 77.8% of respondents supported retaining the 1928 Building.

## Timing of the Project

Why should we renovate the 1928 Building in the Summer of 2024?

1. After demolition, 2 of 4 walls will be exposed to the outside elements.
2. Completing this project in conjunction will minimize the amount of time the entire site is under construction.
3. Enables the Town to use the significant ARPA funds.
4. Economies of scale, most likely in site work.



# Statement of Needs

- Town Hall operations need more space
  - Office space
  - Storage space
- Lack of space for community use
  - Event/Conference Room space
  - Non-profit use
  - Art & business incubator use
- Lack of Gym space for recreational programs
  - Basketball
  - Pickleball
  - Volleyball

# 1928 Building Committee Work

## April 2022 - January 2023

### **April 2022 - May 2022**

Town Council approved Statement of Needs and appointed and charged the 1928 Building Committee to evaluate two options to address the needs:

1. Retain and renovate “1928 Stand-alone Option”
2. Retain and renovate “1928 Plus Option” (retaining and renovating more portions of the existing High School)

### **June 2022 – August 2022**

- 1928 Building Committee selected Silver/Petrucci + Associates to serve as the Project Architect and conducted space needs assessment with Town Department Heads and the Town Manager.

# 1928 Building Committee Work

## April 2022 - January 2023

### **September 2022**

- Project Architect presented preliminary design options to the 1928 Building Committee.
- 1928 Building Committee recommended removal of “1928 Plus Option” to Town Council.
- Town Council re-charged the 1928 Building Committee to complete a schematic design and develop schematic pricing for the renovation of the 1928 Building as a stand-alone building.

# 1928 Building Committee Work

## April 2022 - January 2023

### **October 2022 – December 2022**

- 1928 Building Committee recommended that the 1928 Building be renovated into the New Town Hall, and the existing Town Hall become the Town Hall Annex.
- 1928 Building Committee and Project Architect continue to develop design and cost estimates.

### **January 2023**

- Project Architect presented schematic design and pricing to 1928 Building Committee.
- And tonight, the Project Architect and the 1928 Building Committee will be presenting recommendations to the Town Council.

# FARMINGTON TOWN COUNCIL

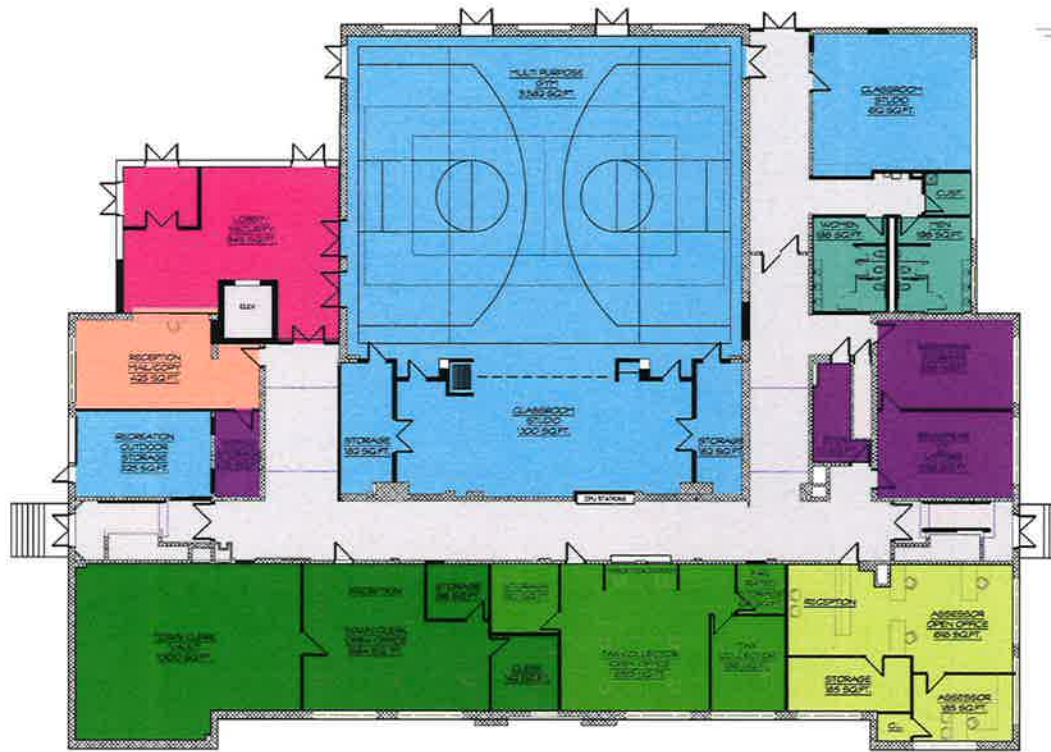
January 24, 2023



ARCHITECTS  
ENGINEERS  
INTERIORS



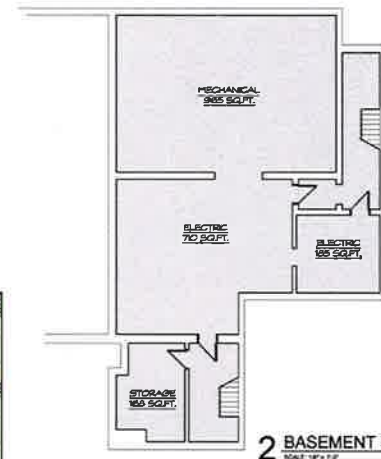
SINCE 1991



**1 MAIN LEVEL FLOOR PLAN**  
SCALE 1/8" = 1'-0"



**BUILDING ADDITION:** 645 G.S.F.  
**EXISTING AREA TO BE RENOVATED:** 16,200 G.S.F.  
**TOTAL MAIN LEVEL AREA:** 17,045 G.S.F.



**2 BASEMENT PLAN**  
SCALE 1/8" = 1'-0"

**KEY**

- SHARED TOWN USE
- CIRCULATION/SUPPORT
- ENTRY LOBBY ADDITION
- TOWN CLERK
- TAX COLLECTOR
- ASSESSOR
- REGISTRAR OF VOTERS
- TOILET ROOMS

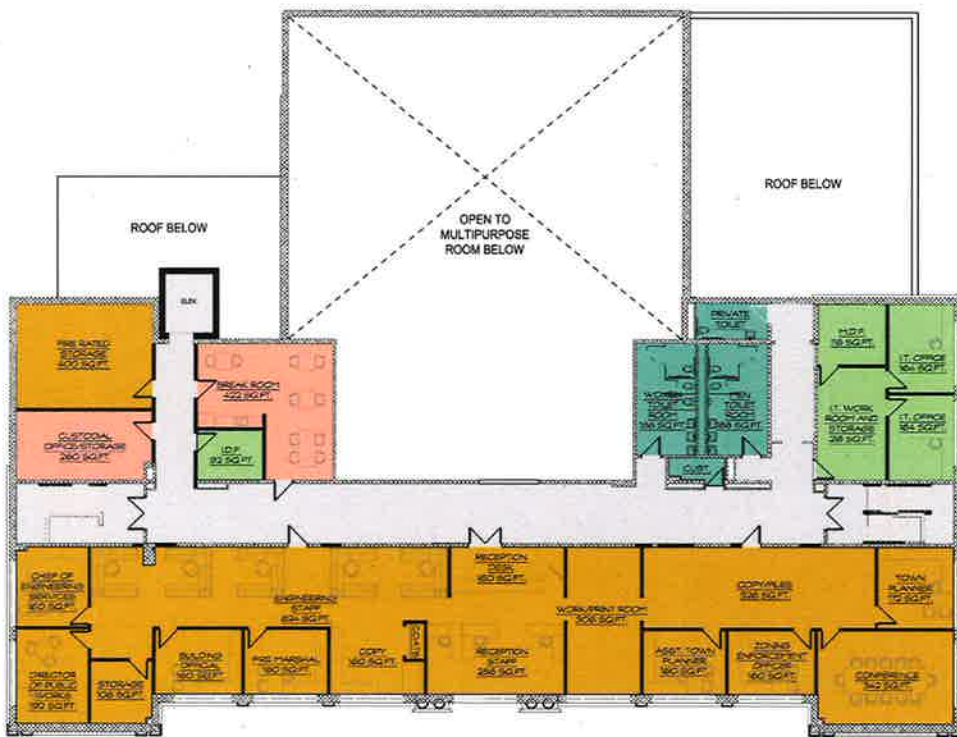
Farmington 1928 Building Renovations  
10 Monleith Drive  
Farmington, Connecticut 06032

**SILVER PETRUCELLI + ASSOCIATES**  
3190 WHITNEY AVENUE HAMDEN CT 06518  
311 STATE STREET NEW LONDON CT 06320  
203 230 9007 silverpetrucci.com

Name	Capacity	Date	Issued By

**MAIN LEVEL AND BASEMENT FLOOR PLAN**

Issue: JANUARY 22, 2020  
Scale: 1/8" = 1'-0"  
Drawing Number: **A110**



**KEY**

- SHARED TOWN USE
- CIRCULATION
- DEVELOPMENT
- INFORMATION TECHNOLOGY
- TOILET ROOMS

**1 SECOND LEVEL FLOOR PLAN**  
 SCALE: 1/8" = 1'-0"

BUILDING ADDITION: 120 G.S.F.  
 EXISTING AREA TO BE RENOVATED: 9,440 G.S.F.  
 TOTAL SECOND LEVEL AREA: 9,560 G.S.F.

Farmington 1928 Building Renovations

10 Monteth Drive  
 Farmington, Connecticut 06032



SILVER PETRUCELLI + ASSOCIATES  
 3190 WHITNEY AVENUE HAMDEN CT 06518  
 311 STATE STREET NEW LONDON CT 06320  
 203 230 9007 silverpetrucci.com

NO.	REVISION	DATE	BY

SECOND LEVEL FLOOR PLAN

DATE: JANUARY 22, 2023  
 SCALE: 1/8" = 1'-0"  
 DRAWN BY: C. MENDO  
 CHECKED BY: J. MENDO  
 PROJECT NUMBER: 19-001

A111



1 UPPER LEVEL FLOOR PLAN  
 SCALE: 1/8" = 1'-0"  
 BUILDING ADDITION: 120 G.S.F.  
 EXISTING AREA TO BE RENOVATED: 10,520 G.S.F.  
 TOTAL MAIN LEVEL AREA: 10,640 G.S.F.

Farmington 1928 Building Renovations  
 10 Monteith Drive  
 Farmington, Connecticut 06032

**S+PA** SILVER PETRUCELLI + ASSOCIATES  
 3190 WHITNEY AVENUE HAMDEN CT 06518  
 311 STATE STREET NEW LONDON CT 06320  
 203 230 9007 silverpetrucci.com

Name	Description	Date	Revised By

UPPER LEVEL FLOOR PLAN

Date: JANUARY 20, 2023  
 Drawing Number: **A112**  
 Scale: 1/8" = 1'-0"  
 Designer: C. JAMES  
 Project Number: 22-180





Building Mounted  
 Building Mounted  
 Bollards Cupola Lighting Building Mounted  
 Bollards  
 Bollards

All pole & bollards will match high school fixtures. Building mounted will match existing fixtures

Uplighting?



**1928 BUILDING: SITE LIGHTING PLAN**











FARMINGTON HIGH SCHOOL, UNCOMVILLE, CONN. 211

← 1583 CT-4 Farmington, Connecticut



Google

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Camera 63 m

**Farmington 1928 Building**

**Town Hall Conversion**

1/18/2023

**Schematic Design Estimate**



**37,245 SF**

CONSTRUCTION COSTS (PROVIDED BY PACS, LLC)	COST
GENERAL CONDITIONS, BONDS, INSURANCE, GC OVERHEAD & PROFIT	\$1,489,285
ENVIRONMENTAL ABATEMENT AND DEMOLITION	\$1,096,236
STRUCTURE AND BUILDING ENVELOPE (INCLUDES ADDITION AND 1928 RESTORATION AND REPAIRS)	\$2,562,202
DOORS, FRAMES AND HARDWARE (INCLUDING ACCESS CONTROL/SECURITY & OPERABLE GYMNASIUM WALL)	\$559,117
INTERIOR PARTITIONS AND CEILINGS, INCLUDING PAINTING AND WALL COVERINGS	\$714,011
FLOORING AND FINISHES	\$538,834
BUILT IN CASEWORK (RECEPTIONS DESKS, MAIL/COPY ROOMS, BREAK ROOM, ETC.)	\$148,135
TOILET ACCESSORIES, SIGNAGE, MISCELLANEOUS	\$114,865
MODULAR VAULT	\$250,000
ELEVATOR CAB AND CONTROLS	\$145,000
FIRE PROTECTION (SPRINKLER SYSTEM MODIFICATIONS)	\$174,804
PLUMBING	\$235,360
HVAC	\$2,157,145
ELECTRICAL	\$1,196,395
SITEWORK	\$1,191,390
<b>CONSTRUCTION SUBTOTAL</b>	<b>\$12,572,779</b>
DESIGN AND ESTIMATING CONTINGENCY (10% OF HARD CONSTRUCTION COSTS)	\$1,116,430
ESCALATION (6% OF HARD CONSTRUCTION COSTS)	\$736,844
<b>TOTAL CONSTRUCTION COST</b>	<b>\$14,426,053</b>
Construction Cost Per S.F. (37,245 s.f.)	\$387.33
<b>SOFT COSTS (PROVIDED BY SP+A)</b>	
A/E Design Fees (6% of Construction)	\$865,563
Bonding and Legal Fees	\$10,000
Commissioning Agent	\$15,000
Testing and Inspections	\$12,500
Builder's Risk Insurance (Town)	\$22,500
Moving and Relocation Costs	\$25,000
FF&E / Technology (Relocating Town Hall Furniture where Feasible)	\$500,000
Owner's Contingency (5% of Construction)	\$721,303
<b>TOTAL SOFT COSTS</b>	<b>\$2,171,866</b>
<b>TOTAL PROJECT COST</b>	<b>\$16,597,919</b>
Total Project Cost Per S.F. (37,245 s.f.)	\$445.64



ARCHITECTS  
ENGINEERS  
INTERIORS



# 1928 Building Committee Recommendations

***Based on the Statement of Needs the Building Committee is recommending:***

- 1. That the 1928 Building be renovated into the new Town Hall. The existing Town Hall would become the “Town Hall Annex” with space provided for community use, social service programs, additional storage, and an expanded Regional Probate Court.***
- 2. That the Town Council approve the design presented and a project budget not to exceed \$16,597,919.***

## American Rescue Plan Act (ARPA)

***In March of 2022, the Farmington Town Council determined that the Town's ARPA funds should be used for large, long-term capital projects.***

- Farmington received \$7,545,852 in ARPA funds and has a balance of \$7,436,992 that could be used for the 1928 Project.
- ARPA funds must be obligated by December 31, 2024.
- Funds would offset the Net Municipal Cost (or amount that the Town anticipates it would bond for this project).

## Next Steps

The Town Council needs to determine the following:

- The total project budget.
- Whether ARPA funds will be used for this project and, if so, the amount of ARPA funds to be allocated.
- The net municipal cost of the project.
- The timing of the referendum.
- To charge the Building Committee to complete the schematic design in line with the net municipal cost.



Questions?

**FINANCIAL FORECAST WITH FHS \$101.7 MILLION AND 1928 BUILDING AT \$9.0 MILLION  
(20 YEARS)**

		<b>FY22/23</b>	<b>FY23/24</b>	<b>FY24/25</b>	<b>FY25/26</b>
		<b>Adopted</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>
		<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>EXPENDITURES</b>					
Education		74,448,257	76,815,712	79,258,451	81,778,870
Town		33,380,320	34,391,744	35,433,814	36,507,458
BOE Pensions		250,000	325,000	402,500	482,060
Debt Service (non high school)		6,928,772	7,273,238	7,433,916	7,749,039
H.S. Issue of 2022 (\$37.2)		2,377,884	2,318,046	2,225,076	2,905,777
Additional HS Issues (\$64.5)			1,886,250	3,334,187	4,759,625
1928 Building (\$9.0)					70,000
Capital Improvements		3,881,000	3,633,712	3,742,613	3,882,696
<b>Total</b>		<b>121,266,233</b>	<b>126,643,701</b>	<b>131,830,556</b>	<b>138,135,526</b>
<b>GRAND LIST</b>					
Real Estate		3,248,094,596	3,302,012,966	3,322,155,245	3,342,420,392
Personal Property		233,594,145	239,504,077	245,563,530	251,776,287
Motor Vehicles		315,511,580	319,139,963	322,810,073	326,522,389
<b>Total</b>		<b>3,797,200,321</b>	<b>3,860,657,006</b>	<b>3,890,528,848</b>	<b>3,920,719,068</b>
<b>REVENUES</b>					
Other Property Taxes		1,405,000	1,433,100	1,461,762	1,490,997
Licenses and Permits		781,500	808,853	833,118	859,778
Fines and Penalties		15,000	16,000	16,000	16,000
Interest		150,000	300,000	275,000	225,000
Grants		6,459,586	6,581,672	6,706,066	6,832,810
Service Charges		1,514,308	1,550,651	1,567,984	1,605,616
Other		772,126	768,964	765,800	762,637
Westwoods Contribution		320,000	320,000	320,000	320,000
Fund Balance		-	-	-	-
<b>Total</b>		<b>11,417,520</b>	<b>11,779,240</b>	<b>11,945,730</b>	<b>12,112,838</b>
<b>TAX &amp; MILL RATE</b>					
Tax Levy	\$	110,984,713	\$ 115,614,461	\$ 120,634,826	\$ 126,772,688
Mill Rate		29.32	30.06	31.12	32.45
Mill Rate Change		0.52	0.74	1.06	1.33
% Change		1.80%	2.52%	3.54%	4.28%
Avg Residential Assessment	\$	226,777	\$ 232,632	\$ 232,632	\$ 232,632
Real Estate Taxes	\$	6,649.10	\$ 6,992.46	\$ 7,240.08	\$ 7,549.87
Dollar Increase		117.29	343.36	247.62	309.79
Percent Increase		1.80%	5.16%	3.54%	4.28%
Increase Due to High School Project			262.75	77.75	111.39
Debt to Budget		7.7%	9.1%	9.9%	11.2%

**FINANCIAL FORECAST WITH FHS \$101.7 MILLION AND 1928 BUILDING AT \$9.0 MILLION  
(20 YEARS)**

		<b>FY30/31</b>	<b>FY31/32</b>	<b>FY32/33</b>
		<b>Projected</b>	<b>Projected</b>	<b>Projected</b>
		<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>
<b><u>EXPENDITURES</u></b>				
Education		95,635,410	98,676,616	101,814,532
Town		42,383,820	43,668,050	44,991,191
BOE Pensions		847,060	918,060	989,060
Debt Service (non high school)		7,519,158	7,269,784	6,809,570
H.S. Issue of 2022 (\$37.2)		2,459,521	2,403,739	2,347,957
Additional HS Issues (\$64.5)		5,134,312	4,997,250	4,860,187
1928 Building (\$9.0)		756,000	736,875	717,750
Capital Improvements		4,465,349	4,588,087	4,708,569
Total		159,200,630	163,258,461	167,238,817
<b><u>GRAND LIST</u></b>				
Real Estate		3,482,945,038	3,539,020,453	3,560,608,478
Personal Property		285,278,874	292,496,430	299,896,589
Motor Vehicles		345,734,246	349,710,190	353,731,857
Total		4,113,958,159	4,181,227,073	4,214,236,925
<b><u>REVENUES</u></b>				
Other Property Taxes		1,646,181	1,679,105	1,712,687
Licenses and Permits		1,021,146	1,056,887	1,093,878
Fines and Penalties		18,500	18,500	18,500
Interest		150,000	135,000	125,000
Grants		7,503,384	7,645,198	7,789,692
Service Charges		1,807,762	1,851,149	1,895,576
Other		746,819	743,656	740,492
Westwoods Contribution		320,000	320,000	320,000
Fund Balance		-	-	-
Total		13,213,793	13,449,494	13,695,825
<b><u>TAX &amp; MILL RATE</u></b>				
Tax Levy	\$	146,736,836	\$ 150,558,967	\$ 154,292,992
Mill Rate		35.80	36.14	36.75
Mill Rate Change		0.65	0.34	0.61
% Change		1.84%	0.95%	1.68%
Avg Residential Assessment	\$	238,587	\$ 242,428	\$ 242,428
Real Estate Taxes	\$	8,541.54	\$ 8,761.84	\$ 8,908.81
Dollar Increase		154.50	220.31	146.97
Percent Increase		1.84%	2.58%	1.68%
Increase Due to High School F		-12.43	-12.22	-15.64
Debt to Budget		9.5%	9.0%	8.4%

**Debt Service**

	<b><u>October Forecast</u></b>	<b><u>January Forecast</u></b>	<b><u>Difference</u></b>
FY23/24	11,407,755	11,477,534	69,779
FY24/25	13,558,739	12,993,179	-565,560
FY25/26	16,141,891	15,484,441	-657,450
FY26/27	15,950,585	15,753,384	-197,201
FY27/28	16,574,379	16,352,657	-221,722
FY28/29	16,316,819	16,421,298	104,479
FY29/30	16,009,381	16,232,412	223,031
FY30/31	15,568,323	15,868,991	300,668
FY31/32	15,106,094	15,407,648	301,554
FY32/33	14,433,027	14,735,464	302,437
Totals	151,066,993	150,727,008	(339,985)

**Tax Rate Change**

	<b><u>October Forecast</u></b>	<b><u>January Forecast</u></b>	<b><u>Difference</u></b>
FY23/24	0.72	0.74	0.02
FY24/25	1.23	1.06	(0.17)
FY25/26	1.36	1.33	(0.03)
FY26/27	0.64	0.75	0.11
FY27/28	0.55	0.55	-
FY28/29	0.64	0.72	0.08
FY29/30	0.65	0.68	0.03
FY30/31	0.63	0.65	0.02
FY31/32	0.34	0.34	-
FY32/33	0.61	0.61	-
			0.06



**Tax Dollar Change**

	<b><u>October Forecast</u></b>	<b><u>January Forecast</u></b>	<b><u>Difference</u></b>
FY23/24	\$ 339.02	\$ 343.36	\$ 4.34
FY24/25	285.82	247.62	(38.20)
FY25/26	315.49	309.79	(5.70)
FY26/27	148.16	175.19	27.03
FY27/28	329.52	327.91	(1.61)
FY28/29	152.20	171.75	19.55
FY29/30	155.19	162.32	7.13
FY30/31	149.94	154.50	4.56
FY31/32	220.25	220.31	0.06
FY32/33	147.04	146.97	(0.07)
Total	\$ 2,242.63	\$ 2,259.72	\$ 17.09

## 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 preresearch 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.