

**Agenda**  
**Farmington High School Building Committee**  
**Communications Subcommittee**  
**Farmington High School Library/ZOOM Webinar**  
**April 19, 2023**  
**4:00 P.M.**

**Please click the link below to join the webinar:**

**<https://us02web.zoom.us/j/88309047179>**

**Telephone Call in Information:**

**Dial: +1 312 626 6799**

**Webinar ID: 883 0904 7179**

- A. Call to Order.
- B. Minutes.
  - 1) To approve the attached minutes from the March 15, 2023, meeting.
  - 2) To approve the attached minutes from the April 5, 2023, meeting.
- C. FHSBC Website Updates.
- D. To discuss the "Topping Off" Ceremony.
- E. Other Business.
  - a. Newsletter
- F. Adjournment.

cc: Maureen Frink, Town Clerk

**Minutes**  
**Farmington High School Building Committee**  
**Communications Subcommittee**  
**Farmington High School Library/ZOOM Webinar**  
**March 15, 2023**  
**4:00 P.M.**

**Attendees:**

Meg Guerrera  
Wendy Ku  
Nelson Reis  
Samantha D'Agostino  
Ira Yellen  
Devon Aldave  
Mark Garilli  
Russ Crist  
Chris Cykley

**A. Call to Order.**

The meeting was called to order at 4:06 P.M.

**B. Minutes.**

**1) To approve the attached minutes from the February 15, 2023, meeting.**

Upon a motion made and seconded (Ku/Guerrera) it was unanimously VOTED: to approve the minutes from the February 15, 2023, meeting.

**C. FHSBC Website Updates.**

Devon Aldave presented updates to the FHSBC Website. The only major change to the landing page was adding a "carousel" of photos of the construction site. The subcommittee also reviewed the site analytics, seeing which pages were getting the most traffic.

**D. To discuss content for the upcoming FHSBC Newsletter.**

The subcommittee discussed what content to include in the FHSBC Newsletter. Topics to cover include:

- Statement from Building Committee Chair
- Q+A and timeline/status update of construction activities
- Article on the "Topping Off" Ceremony
- Update of Summer milestones which will include information about utility work and work on Monteith Drive
- Renderings
- Photos of the construction site

The subcommittee agreed to get a final draft of the newsletter to the printer by April 15<sup>th</sup>, which will give enough time for the newsletter to hit mailboxes before the Topping Off Ceremony.

**E. To discuss the "Topping Off" Ceremony.**

The subcommittee tentatively decided on a date of May 13<sup>th</sup> for the "Topping Off" Ceremony, with a rain date of May 20<sup>th</sup>. The subcommittee agreed on a tentative start time of 9:00 a.m. and began discussing a brief program for the event.

The subcommittee discussed the following:

- Dignitaries to invite (Town Council, Legislators, etc.)
- Speakers (Building Committee Chair, Town Council Chair, Board of Education Chair, FHS Student)
- Marching Band Performance
- Decorations (banner, balloons)
- Potential bake sale or food trucks (need to follow up on zoning regulations)
- Advertising the event (newsletter, press release, media coverage)
- Set up of event (AV, removing coverings so residents can walk along the construction fence with a clear view)

The subcommittee will meet again on April 5<sup>th</sup> to firm up more details.

**F. Other Business.**

None.

**G. Adjournment.**

Upon a motion made and seconded (Ku/Guerrera) it was unanimously VOTED: to adjourn at 4:53 P.M.

Respectfully Submitted,

Devon Aldave  
Clerk of the Committee

**Minutes**  
**Farmington High School Building Committee**  
**Communications Subcommittee**  
**Farmington High School Library/ZOOM Webinar**  
**April 5, 2023**  
**4:00 P.M.**

**Attendees:**

Wendy Ku  
Russ Crist  
Nelson Reis  
Samantha D'Agostino  
Mark Garilli  
Kat Krajewski  
Devon Aldave  
Ira Yellen  
Kathy Greider  
Scott Hurwitz  
Dan Larkum  
FHS Students

**A. Call to Order.**

The meeting was called to order at 4:10 P.M.

**B. Minutes.**

**1) To approve the attached minutes from the March 15, 2023, meeting.**

This motion was tabled.

**C. FHSBC Website Updates.**

Devon Aldave presented the updates to the home page of the website which included new images of the construction progress.

**D. To discuss content for the upcoming FHSBC Newsletter.**

Ira Yellen reviewed content ideas with the subcommittee to be included in the Newsletter:

- Statement from the Building Committee Chair
- Q+A regarding the project timeline
- Article regarding the "Topping Off" Ceremony
- Images of construction

**E. To discuss the "Topping Off" Ceremony.**

The subcommittee discussed the "Topping Off" Ceremony. It was determined that the rain date of May 20<sup>th</sup> will be removed as a backup option due to conflicts with Relay for Life.

Wendy Ku presented a planning document for the event. FHS Students and faculty will assist in the setup of the ceremony and will participate in the ceremony.

The subcommittee also discussed a separate event for FHS students where they can sign the concrete beneath the new gym floor before the flooring is placed.

**F. Other Business.**

None.

**G. Adjournment.**

The meeting was adjourned at 5:26 P.M.

Respectfully Submitted,

Devon Aldave  
Clerk of the Committee