

Meeting Minutes
Farmington High School Building Committee Meeting
Town Hall Pavilion/ZOOM
Wednesday, September 18, 2024
5:00 P.M.

Attendees:

Meg Guerrera
Beth Kintner
Suraj Kurtakoti
Wendy Ku (via ZOOM)
Sarah Healey (via ZOOM)
Michael Smith (via ZOOM)
Kathy Greider, Superintendent of Schools
Dan Zittoun, Asst. Superintendent of Finance & Operations
Sam Kilpatrick, Director of School Facilities
Russ Crist, FHS Principal
Kat Krajewski, Assistant Town Manager
Russ Arnold, Project Manager
Devon Aldave, Clerk of the Committee
Archana Pai, TSKP Studio
Nelson Reis, O&G Industries
Chris Mitchell, Arcadis

A. Call to Order.

The meeting was called to order 5:03 P.M.

B. Pledge of Allegiance.

The committee members recited the Pledge of Allegiance.

C. Public Comment.

None.

D. Minutes.

1) To approve the attached August 21, 2024, minutes.

Meg Guerrera stated that the minutes will be amended to correct the date listed at the top of the minutes from "September 21, 2024" to "August 21, 2024."

Upon a motion made and seconded (Kurtakoti/Kintner) it was unanimously VOTED: to approve the August 21, 2024, minutes as amended.

E. Correspondence Received 8/20/2024- 9/19/2024

None.

F. Reports.

1) Chair Report.

No report.

2) Town Council Liaison Report.

Sarah Healey reported that there was a public comment given at the last Town Council meeting inquiring about the timeline of the unfinished items in the school such as the black box theater and the auditorium.

Nelson Reis reported that the black box theater is now finished and has been turned over to the school. It is anticipated that the auditorium will be finished within the next few days. The certificate of occupancy walkthrough with the building inspector and fire marshal is scheduled for tomorrow.

3) Board of Education Liaison Report.

Beth Kintner reported that the Board of Education held their first meeting of the school year at the new Farmington High School. Most BOE meetings will be held at FHS this year.

Beth reported that Kim Wynne gave a presentation at the meeting regarding the research behind the design of the new school and how it optimizes learning. This presentation may be given to the FHS Building Committee at a future meeting.

4) 1928 Building Committee Liaison Report.

Russ Arnold reported that a mandatory site visit for interested bidders for the renovation of the 1928 Building was held earlier in the month and attended by general contractors and trades contractors. The professional team has been responding to questions and comments from bidders, and has pushed the bid opening date back to October 3, 2024, to allow bidders to obtain better pricing for windows. It is anticipated that the 1928 Building Committee will award the renovation bid at their October 8, 2024, meeting.

5) Architect Report.

Archana Pai reported that TSKP Studio has completed punch list items in most areas aside from the auditorium and workshop areas. TSKP Studio issued the proposal request for the grandstands to O&G last week, and O&G is working on pricing.

Michael Smith commented that he has heard from some students who would like to add some more art and color around the building, similar to what was included in the old FHS Library. Archana Pai stated that there are a few tac boards in place that can be utilized to frame more art. Kathy Greider explained that more student art will be hung up around the building as the school year progresses and as students create more art as part of their curriculum. Kathy also explained that students can generate art placement proposals through the school.

6) Construction Manager Report.

Nelson Reis reported that Farmington High School Construction is 99% complete, sitework is 90% complete, and commissioning is 70% complete (and commissioning will remain around this percentage until the heating season begins). The auditorium is roughly 65% with punch list items remaining, and the certificate of occupancy walkthrough is scheduled for tomorrow with the building inspector and fire marshal.

Additional student parking has been turned over to the school earlier than expected, and more student parking will be ready in October. The DOT pedestrian walkway is being completed. It is anticipated that the permanent generator will replace the temporary generator on November 1st.

Nelson reported that O&G is coordinating with the 1928 Building Project team as needed. The 1928 Building is currently completely divorced from the rest of the old high school building and demolition is nearing completion.

Tennis court submittals are being completed by TSKP Studio, and the slab and other preliminary construction work for the tennis courts will commence in October.

7) Project Management/Contingency Report.

Russ Arnold reported that 9 change orders are included in tonight's agendas, and there are several larger change orders in the pipeline including tennis court lights, retaining walls, greenhouse relocation, and irrigation. Pricing for the bleachers/grandstands is currently being completed by O&G. Overall, the contingency funds for the project still remains strong.

8) Owner's Representative/Move Manager Report.

Chris Mitchell reported that items from the stage in the old building will be moved to the new stage area tomorrow. After this work is complete, the movers will begin removing items from the 1928 Building. Chris reported that 15 overdue FF&E items were delivered last week, and 6 additional overdue FF&E items will be delivered in October.

Chris reported that the professional team is currently punch listing the auditorium, and Chris is back-punching items that have previously been addressed. Arcadis is reviewing the schedule for the 900-wing project.

9) Communications Subcommittee Report.

Meg Guerrera reported that the Communications Subcommittee met immediately before this meeting. The main topic of conversations

included an upcoming newsletter which will hit mailboxes in early October. Additionally, the subcommittee is planning another FHS Open House which will occur from 9 a.m. – 3 p.m. on Saturday, October 26th. Registration will be required and there will be tours offered every 30 minutes. More information will be made available in the coming weeks.

10) Financial Subcommittee Report.

Meg Guerrero reported that the Financial Subcommittee met last week to review and approve the invoice package and change orders.

11) Financial Report.

Kat Krajewski reviewed the financial report which is recorded with these minutes as Attachment A. The expenses added were costs incurred from the Ribbon Cutting ceremony.

G. New Business.

1) To approve the following invoice package for Farmington High School as presented:

Name	Amount	Description
TSKP Studio	\$42,000.00	Professional Services rendered through August 31, 2024
O&G Industries	\$4,330,632.39	Application #26
Independent Materials Testing Labs, Inc.	\$2,008.76	Invoice # 5706-U
Innovative Engineering Services	\$20,274.76	Invoice # 19258
Innovative Engineering Services	\$33,065.56	Invoice # 19392
Project Manager	\$7,147.14	Invoice #11
Arcadis U.S., Inc.	\$50,310.90	Invoice #34455702
JT Homes	\$81,460.66	Application #4
Norcom	\$30,083.54	Invoice #1072226
Vintage King Audio	\$855.13	Invoice #440817
Vintage King Audio	\$4,717.63	Invoice #442890
William B. Meyer Inc.	\$75,340.50	Invoice #220-058896

William B. Meyer Inc.	\$2,415.00	Invoice # 220-058811
Sweetwater Sound Holdings, LLC	\$10,060.00	Invoice #41577969
Robert H. Lord	\$59,827.00	Invoice #35533S1
Robert H. Lord	\$796,040.00	Invoice #35533K
Valley Communications Systems Inc.	\$96,645.22	Application #1
Total Fitness Equipment	\$13,860.00	Invoice #SW-001911-03
Tucker Library Interiors, LLC	\$82,616.54	Invoice # 0063
Atlas Technical Consultants, LLC	\$4,873.30	Invoice #2597420
O&G Industries	\$72,690.00	PCO 080- Alternate #5 Wall Changes
O&G Industries	\$20,795.00	PCO 109- Install Drywall Soffit at 3rd Floor Concourse
O&G Industries	(\$5,074.00)	PCO 148- Credit for Revised Fence Panel at Drop-Off Loop
O&G Industries	\$60,354.00	PCO 150- CT DOT Monteith Drive Revisions for Permit
O&G Industries	\$4,456.00	PCO 152- Five Additional Drops
O&G Industries	\$1,592.00	PCO 154- Additional Rack for Clock and PA Equipment
O&G Industries	(\$8,520.00)	PCO 155- Credit for Window Shade Channel
O&G Industries	\$10,482.00	PCO 156- Ambient Collectors in Ceramics Room
O&G Industries	\$13,878.51	PCO 157- HW Recirculation in

		Piping Field House
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Kat Krajewski reviewed the invoice package with the committee. Nelson Reis reviewed O&G's payment application #26. Russ Arnold reviewed the proposed change orders with the committee. Russ Arnold stated that PCO 152 includes a typo which will be corrected, it should read "PCO 152- Five Additional Drops" not "PCO 152- Five Additional Loops."

Upon a motion made and seconded (Kurtakoti/Kintner) it was unanimously VOTED: to approve the invoice package for Farmington High School as amended.

2) To approve the following invoice package for Central Office as presented:

Name	Amount	Description
TSKP Studio	\$5,600.00	Professional Services rendered through August 31, 2024

Kat Krajewski reviewed the Central Office invoice package with the committee.

Upon a motion made and seconded (Kurtakoti/Kintner) it was unanimously VOTED: to approve the invoice package for Central Office as presented.

3) To approve the attached invoice from Hillyard New England for classroom trash receptacles in the amount of \$9,285.20.

Kat Krajewski reviewed the invoice from Hillyard New England with the committee. She explained that the faculty determined that each classroom should have trash receptacles and she clarified that this invoice also includes recycling receptacles for each classroom as well.

Upon a motion made and seconded (Kurtakoti/Kintner) it was unanimously VOTED: to approve the invoice from Hillyard New England for classroom trash receptacles in the amount of \$9,285.00.

4) To approve the attached invoice from PowerStation Events in the amount of \$6,080.00 for Technical Services for Convocation.

Kat Krajewski reviewed the attached invoice from PowerStation Events for technical services related to convocation.

Upon a motion made and seconded (Kintner/Kurtakoti) it was unanimously VOTED: to approve the invoice from PowerStation

Events in the amount of \$6,080.00 for Technical Services for Convocation.

5) To approve the attached invoice for PowerStation Events in the amount of \$2,215.00 for Technical Services for the Ribbon Cutting/Open House.

Kat Krajewski reviewed the invoice for PowerStation Events for technical services related to the Ribbon Cutting & Open House ceremony.

Upon a motion made and seconded (Kurtakoti/Kintner) it was unanimously VOTED: to approve the invoice for PowerStation Events in the amount of \$2,215.00.

6) To approve a \$20,000 increase to IMTL's purchase order for materials testing.

Kat Krajewski and Russ Arnold explained this increase should cover materials testing for the remaining phases of the project.

H. Other Business.

Upon a motion made and seconded (Kintner/Kurtakoti) it was unanimously VOTED: to cancel the October 2, 2024, FHS Building Committee Meeting and FHSBC Communications Subcommittee meeting.

I. Adjournment.

Upon a motion made and seconded (Kintner/Kurtakoti) it was unanimously VOTED: to adjourn the meeting at 5:52 P.M.

Respectfully Submitted,

Devon Aldave
Clerk of the Committee

Farmington High School Building Committee
Financial Report-October 16, 2024

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 Domain- 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	
\$23.24	Highland Park market	
\$229.72	Squarespace Annual hosting fee	
\$301.90	CM RFQ Legal Notice	
\$166.62	Olees Pizza- Food for CM Interviews	
\$291.48	hartford courant legal notice for Professional Engineering Services RFQ	
\$416.58	hartford courant legal notice for Commissioning Services RFQ	
\$1,978.87	Postage for FHSBC Newsletter	

Farmington High School Building Committee
Financial Report-October 16, 2024

\$4,150.00 Tall Timber Marketing Invoice-5/25/2022
\$1,978.61 Postage for FHSBC Newsletter- May 2022
\$7,500.00 Tall Timbers Marketing Phase II Communication Plan
 \$229.72 Annual Website Hosting
 \$354.82 Hartford Courant Bid Advertising- September 2022
\$1,126.76 Hartford Courant Legal Notice for Materials Testing RFQ/P
\$4,460.00 Newsletter printing and postage- November 2022
\$2,865.00 Explanatory Text Newsletter Printing- December 2022
\$2,175.73 Postage for Explanatory Text Newsletter- December 2022
 \$265.42 Hartford Courant Bid Advertising for Materials Testing RFQ/P
\$4,660.00 Tall Timbers Marketing - 5/15/2023
\$2,217.07 Postage for Spring 2023 Newsletter
\$1,000.00 Mr. Tent - Tent setup for Topping Off Ceremony
 \$86.13 Printing of programs for Topping Off Ceremony
 \$134.00 CERT Truck & Supplies
 \$103.50 website domain name (2 years)
 \$268.00 Squarespace Annual hosting fee
\$7,500.00 Tall Timbers Marketing Annual Invoice
 \$416.58 Hartford Courant Bid Advertising for FF+E
 \$541.68 Hartford Courant Bid Advertising for Owner's Rep/Move Management Services
 \$139.96 Olees Pizza- Dinner for Owner's Rep. Exec. Session 12/20/23
 \$463.49 Legal Notice Technology
\$4,600.00 Tall Timbers Marketing- Winter 2024 Newsletter
 \$369.67 Advertising - FHS Technology Rebid
\$2,234.01 Postage - Save the Date Postcard
\$1,395.00 Local Color Ventures - Postcard Printing
 \$63.81 Domain Name Renewal for FHSBC Website
 \$293.53 Squarespace Annual hosting fee
 \$288.45 Ceremonial Supplies- Ribbon for Ribbon Cutting
 \$33.10 Walmart- Scissors for Ribbon Cutting
 \$320.00 Busy Butler Bakery- Custom Cookies for Ribbon Cutting
 \$391.36 Fed Ex- Program printing for Ribbon Cutting
\$2,215.00 PowerStation Events- Technical Services (A/V)
\$1,500.00 Chartwells- Ribbon Cutting

Farmington High School Building Committee
 Financial Report-October 16, 2024

\$580.00 Balloons Above- Ribbon Cutting

Total Expense: \$96,910.90

Current Account Balance \$607,096.10

	<i>Amount Billed to Date</i>	<i>Total Contract Amount (Part 1)</i>	<i>Remaining Balance</i>
<i>Professional Partners-Invoice (Part 1)</i>			
CSG Invoice	\$89,109.00	\$89,109.00	\$0.00
QA+M	\$47,000.00	\$47,000.00	\$0.00
TSKP Studio	\$120,000.00	\$120,000.00	\$0.00
<i>Professional Partners-Invoice (Part 2)</i>			
Center for Research and Public Policy	\$8,500.00	\$17,000.00	\$8,500.00
Tall Timbers Marketing	\$32,482.00	\$32,500.00	\$0.00
CSG	\$95,121.00	\$105,690.00	\$10,569.00
TSKP Studio	\$130,000.00	\$130,000.00	\$0.00
<i>Sustained Communications Plan</i>			
Tall Timbers Marketing	\$17,838.00	\$24,750.00	\$6,912.00
<i>Total Invoices Approved to Date</i>	\$540,050.00		

Updated Account Balance (with invoices) \$67,046.10

Remaining Balances

Remaining Balances (see above) \$25,981.00

Total Remaining Balances \$25,981.00

Total On Hand \$41,065.10