

Minutes
Farmington High School Building Committee
Wednesday, November 16, 2016

Present:

William Wadsworth
Justin Bernier
Hilary Donald
Dan Kleinman
Johnny Carrier
Jean Baron

Kathy Eagen, Town Manager
Kathy Greider, Superintendent
Russ Arnold, Director of Public Works
Bill Silva, High School Principal
Tim Harris, Dir. Of School Facilities
Meredith Trimble, Town Council Liaison
Kathryn Howroyd, Clerk of the Committee
Vincent La Fontan, School Business Manager
Paul Dominov, Kaestle Boos Associates
Firdos Khericha, Kaestle Boos Associates
Enrico Chiarillo, Kaestle Boos Associates
Marc Sklenka, Colliers International
Kurt Lavaway Colliers International
Brian Holmes, O&G Industries, Inc.

Absent:

Mecheal Hamilton
Bill Silva, High School Principal

A. Call to Order.

The chair called the meeting to order at 4:30 p.m.

B. Public Comment.

Pam Fisher, 6 Julles Court, Unionville referenced the New England Association of Schools and Colleges (NEASC) report to highlight the facility's deficiencies. She explained that the NEASC report reveals that many areas of the building are not in compliance with the Americans with Disabilities Act (ADA) including: bathrooms, the auditorium, the music room, parts of the library, and classrooms located on the second and third floors of the building. She also mentioned issues with the cafeteria, fields and gymnasium. She believes that that the facility does not support the delivery of high performing programs and services. She expressed to the committee that it is important to communicate this information to the community, as the findings in the NEASC report are important and require attention.

C. Minutes.

1) To approve the attached November 2, 2016 minutes.

Upon a motion made and seconded (Donald/Baron) it was unanimously VOTED: to approve the November 2, 2016 minutes.

D. To approve the attached invoice from Kaestle Boos Associates in the amount of \$22,300.

Upon a motion made and seconded (Kleinman/Carrier) it was unanimously VOTED: to approve the invoice from Kaestle Boos Associates in the amount of \$22,300.

E. To approve the 2017 FHS Building Committee Meeting Schedule.

Upon a motion made and seconded (Carrier/Kleinman) it was unanimously VOTED: to approve the 2017 FHS Building Committee Meeting Schedule.

F. To review the attached draft Pre-Referendum Milestone Schedule.

Town Manager Kathy Eagen distributed a calendar that highlights important dates and deadlines for the FHS Building project. A copy of the calendar is recorded with these minutes. Kathy summarized the timeline as well as the committee's responsibilities in order to meet the April 27th referendum. The Committee had general discussion regarding the schedule and had general questions regarding dates and times.

Kathy Eagen informed the committee that this calendar does not include all of the anticipated community outreach meetings, presentations and events.

An updated version of the Pre-Referendum Milestone Schedule was distributed to replace Attachment 4 in the agenda packet. A copy of the updated document is recorded with these minutes.

G. Reports/Updates.

1) Architect Report (Dominov)

Paul Dominov reported that Kaestle Boos has started design work and will present three (3) options to the committee at the November 30th meeting. Paul anticipates that the presentation to the committee will include a PowerPoint and handouts.

2) Owner's Representative Report (Sklenka)

Marc Sklenka provided the committee with an Owner's Project Manager Report and reviewed the contents of the report. A copy of this report is recorded with the minutes.

3) Construction Manager Report (Biega)

Brian Holmes Holms represented O&G Industries and reported that the construction manager agreement has been completed and will be signed in the upcoming days. An insurance certificate was also provided to the Town.

4) Financial Report (Eagen)

Kathy Eagen reported there were no changes in the FHS Building Committee account since the last meeting.

5) Educational Specifications (Greider)

Superintendent Kathy Greider reported that she is working with Kaestle Boos and Dan Hansen, Educational Consultant, to complete the educational specifications. Currently, the educational specifications are in draft form and will be presented to the Board of Education at the upcoming December meeting. Since the educational specifications require a second reading, an additional Board of Education meeting has been scheduled in December.

H. Other Business.

Bill Wadsworth announced that he is appointing a Communication Subcommittee to oversee the execution of the website, Facebook Page and additional outreach materials for the upcoming community meeting on December 8th. The subcommittee will include Chairman Wadsworth, Jean Baron and Justin Bernier.

Upon a motion made and seconded (Carrier/Donald) it was unanimously VOTED: to establish a communications subcommittee.

Kathy Eagen and Kat Howroyd presented the idea of video recording committee meetings in order to provide the community with an opportunity to remain informed on what is discussed in the meetings. The committee had general discussion regarding video recording and many expressed they have received negative sentiments from community members regarding the time chosen for committee meetings and this is a solution to remove the negativity and focus on the issues.

Justin Bernier requested broader transparency at meeting where FHS Building Committee members are not present. The committee discussed this issue and it was determined that the meetings are with Town and Board of Education staff and the outcomes are reported at the committee meetings.

Due to the upcoming Community Meeting on December 8th, Bill Wadsworth added a committee meeting on December 7th at 4:30 PM in the FHS Library. A Town Letter will be distributed to all residents for the December 8th meeting and it was suggested to include the information in the Friday Folders. Due to the holiday, information will need to be submitted as soon as possible to be included in the Friday Folders on 11/18/16.

Bill Wadsworth also requested a motion to authorize the Town Manager to sign an agreement with O&G Industries, Inc. for pre-referendum construction management services.

Upon a motion made and seconded (Carrier/Baron) it was VOTED: to authorize the Town Manager to sign an agreement with O&G Industries, Inc. for pre-referendum construction management services.

Adopted.

5 voted in favor, 0 opposed and 1 (Kleinman) abstained.

I. Adjournment.

Upon a motion made and seconded (Kleinman/Carrier) the meeting adjourned at 5:38 p.m.

Respectfully Submitted,



Kathryn Howroyd
Clerk of the Committee

November 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 4:30 PM FHSBC	3	4	5
6	7 KBA START DESIGNING	8	9	10	11	12
13	14	15	16 4:30 PM FHSBC	17	18	19
20	21	22	23	24	25	26
27	28	29	30 4:30 PM FHSBC- KBA PRESENT 3 DRAFT DESIGNS			

December 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 4:30 PM FHSBC	8 6:00 FHS tour 7:00 COMMUNITY MEETING-present 3 draft designs	9	10
11	12 6:00 (S) BOE-show 3 designs 7:00 BOE-ed.spects	13 7:00 TC-show 3 designs	14 4:30 PM FHSBC	15	16	17
18	19 6:00 (S) BOE-Approve Ed Specs	20	21	22	23	24
25	26	27	28 4:30 PM FHSBC	29	30 KBA-FINAL CONCEPTUAL DESIGNS	31

January 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 O&G BEGIN COST ESTIMATING	3	4 6:00 FHS tour 4:30 PM FHSBC	5	6	7
8	9 7:00 BOE 7:00 TPZ	10 7:00 TC	11	12	13 O&G COMPLETE COST ESTIMATING	14
15	16	17 O&G RECONCILIATION OF ESTIMATES	18 O&G DEVELOP TOTAL PROJECT BUDGET FOR EACH OPTION	19	20	21
22	23 7:00 BOE 7:00 TPZ	24 7:00 TC O&G COMPLETE BUDGET- 3 OPTIONS	25 4:30 PM FHSBC- PICK 1 OPTION	26 4:30 PM FHSBC-PICK 1 OPTION	27 4:30 PM FHSBC-PICK 1 OPTION	28
29	30 6:00 BOE- REVIEW 1 OPTION	31 6:00 BOE- REVIEW 1 OPTION				

February 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 6:00 BOE 7:00 TC REVIEW 1 OPTION	2 7:00 TC- REVIEW 1 OPTION	3 7:00 TC- REVIEW 1 OPTION KBA START SD	4
5	6 7:00 BOE	7	8 4:30 PM FHSBC	9 6:00 FHS tour 7:00 COMMUNITY MEETING ON PREFERRED OPTION	10	11
12	13 7:00 TPZ (INFORMAL)	14 7:00 TC	15	16	17	18
19	20	21	22 4:30 PM FHSBC	23	24	25
26	27 7:00 TPZ	28 7:00 TC				

March 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 7:00 BOE	7	8 4:30 PM FHSBC 6:00 FHS tour	9	10 KBA SD COMPLETE O&G BEGIN COST ESTIMATING	11
12	13 7:00 TPZ	14 7:00 TC	15 TC- BUDGET	16 TC- BUDGET	17 TC- BUDGET	18 TC- BUDGET
19	20 7:00 BOE	21	22 4:30 PM FHSBC	23	24	25
26	27 7:00 TPZ (FINAL DRAWINGS/8-24)	28 7:00 TC	29 O&G- SD BUDGET ESTIMATE DUE KBA REVIEW BUDGET	30	31 O&G- RECONCILIATION OF BUDGET ESTIMATE DUE	

April 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 7:00 TC (PUBLIC HEARING-BUDGET) FINAL BUDGET	4 7:00 BOE 4:30 PM FHSBC	5 4:30 PM FHSBC 6:00 FHS tour	6 6:00 BOE 7:00 TC- RESOLUTION	7 7:00 TC SUBMIT WARNING TO HARTFORD COURANT	8
9	10 7:00 TPZ	11	12 WARNING PUBLISHED	13	14	15
16	17 ANNUAL TOWN MEETING SPECIAL TOWN MEETING	18	19 4:30 PM FHSBC	20	21	22
23	24 7:00 TPZ	25 7:00 TC	26	27 REFERENDUM	28	29
30						

Town of Farmington, CT

Farmington HS Project - Pre-Referendum Milestone Schedule

November 16, 2016

Completed

I. Pre-Referendum Activities

November 1, 2016 through April 27, 20 Comments

Suggested Attendees

Activity	Date	Comments	Suggested Attendees
1 Start Educational Specifications	October 26, 2016		
2 Meet with State and consultant re: space standards	November 2, 2016		
3 Updated Enrollment Projections	October, 2016	Completed	
4 FHBC Meeting	November 2, 2016	Update on Project Status	
5 FH Working group Meeting	November 8, 2016	Review Pre-Referendum Schedule	
6 FH Working group Meeting	November 14, 2016	Discuss Marketing Plan	Kathy Eagen; KBA; CI
7 FH Working group Meeting	November 16, 2016	No Meeting Held	
8 FHBC Meeting	November 16, 2016	Update on Schedule	
9 FH Working group Meeting	November 21, 2016	Discuss Scope of Early Services	CI, Tim Harris, KBA, O&G
10 Issue RFP for Hazardous Materials, ESA, Geotech, and Traffic Study	TBD		
11 Proposals due for Hazardous Materials, ESA, Geotech, and Traffic Study	TBD		
12 Award contracts for HazMat, ESAs, Geotech Borings and Wetlands	TBD		
13 FH Working group Meeting	November 30, 2016	TBD	
14 FHBC Meeting	November 30, 2016	Review Draft of Options	
15 Complete Educational Specifications	November 30, 2016		
16 FH Working group Meeting	December 7, 2016	TBD	
17 Tour of existing high school	December 8, 2016	at 6PM	
18 Community Meeting to review options	December 8, 2016	at 7PM	
19 FBOE Meeting	December 12, 2016	First reading of Ed Spec's & DRAFT Options	
20 Town Council Meeting	December 13, 2016	Review DRAFT of Options	
21 FH Working group Meeting	December 14, 2016	TBD	
22 FHBC Meeting	December 14, 2016		
23 FBOE Meeting-Special	December 19, 2016	Approval of Ed Spec's	
24 FH Working group Meeting	December 21, 2016	TBD	
25 FHBC Meeting	December 28, 2016		
26 KBA Completes Options Development	December 30, 2016		
27 Start Estimate of Options	January 2, 2017		
33 FHBC Meeting	January 4, 2017	Options being estimated	
34 Tour of existing high school	January 4, 2017	at 6PM	
35 FBOE Meeting	January 9, 2017		
36 Plan and Zoning Commission Meeting	January 9, 2017		
37 Town Council Meeting	January 10, 2017		

Town of Farmington, CT

Farmington HS Project - Pre-Referendum Milestone Schedule

November 16, 2016

Completed

38	Estimates Duc	January 13, 2017
39	Reconciliation of Estimates	January 17, 2017
40	Develop Total Project Budget for each option	January 17-24, 2017 Range of Value
41	FBOE Meeting	January 23, 2017
42	Plan and Zoning Commission Meeting	January 23, 2017
43	Town Council Meeting	January 24, 2017
44	Meet with FHBC executive board	January 24, 2017 Review Options with Pricing (Range)
45	FHBC Meeting	January 25, 2017 Select Option
46	FHBC Meeting	January 26, 2017 Select Option-Backup
47	FHBC Meeting	January 27, 2017 Select Option-Backup
48	FBOE Meeting	January 30, 2017 Review and Approve Selected Option
49	FBOE Meeting	January 31, 2017 Backup to above
50	FBOE Meeting	February 1, 2017 Backup to above
51	Town Council Meeting	February 1, 2017 Review and Approve Selected Option
52	Town Council Meeting	February 2, 2017 Backup to above
53	Town Council Meeting	February 3, 2017 Backup to above
54	KBA Starts SD Development	February 3, 2017
55	FBOE Meeting	February 6, 2017 Regular and Budget
56	FBOE Meeting	February 7, 2017 Budget
57	FHBC Meeting	February 8, 2017
58	Tour of existing high school	February 9, 2017 at 6PM
59	Community Meeting to present selected option	February 9, 2017 7PM meeting
60	Plan and Zoning Commission Meeting	February 13, 2017 Informal Meeting
61	Town Council Meeting	February 14, 2017
62	FHBC Meeting	February 22, 2017
63	Plan and Zoning Commission Meeting	February 27, 2017
64	Town Council Meeting	February 28, 2017
65	FBOE Meeting	March 6, 2017
66	FHBC Meeting	March 8, 2017 at 430PM
67	Tour of existing high school	March 8, 2017 at 6PM
68	KBA Completes SD Package	March 10, 2017
69	Start Estimate of SD Package	March 10, 2017
70	Plan and Zoning Commission Meeting	March 13, 2017
71	Town Council Meeting	March 14, 2017

6 Months

Town of Farmington, CT

Farmington HS Project - Pre-Referendum Milestone Schedule

November 16, 2016

Completed

72	FBOE Meeting	March 20, 2017	
73	FHBC Meeting	March 22, 2017	at 430PM
74	Plan and Zoning Commission Meeting	March 27, 2017	Formal Submission: 8-24 Referral
75	Town Council Meeting	March 28, 2017	
76	Estimates Duc	March 29, 2017	
77	Reconciliation of Estimates	March 31, 2017	
78	Public Hearing on Town Budget	April 3, 2017	
79	Final Budget Required	April 3, 2017	
80	FBOE Meeting	April 4, 2017	
81	FHBC Meeting	April 5, 2017	at 430PM
82	Tour of existing high school	April 5, 2017	at 6PM
83	FBOE Meeting	April 6, 2017	
84	Town Council Meeting	April 6, 2017	Submission of SD package (with value) & resolution
85	Submit Warning to Hartford Courant	April 7, 2017	
86	Plan and Zoning Commission Meeting	April 10, 2017	
87	Warning Published	April 12, 2017	
88	Special Town Meeting to move to referendum	April 17, 2017	
89	FHBC Meeting	April 19, 2017	at 430PM
90	Plan and Zoning Commission Meeting	April 24, 2017	
91	Town Council Meeting	April 25, 2017	
92	Silent Period		
93	Referendum	April 27, 2017	

FARMINGTON PUBLIC SCHOOLS
Farmington High School Project
Building Committee Meeting
Owner's Project Manager Report
November 16, 2016

- I. Activities since November 2, 2016 (Last FHBCM)**
 - a. Confirmed Pre-Referendum Schedule
 - b. Started to develop the Community Outreach Plan
 - c. Started to develop RFP for Early Enabling Services:
 - i. Hazardous Material Investigation
 - ii. Phase I ESA
 - iii. Geotechnical Investigation
 - iv. Property Survey

- II. Upcoming Activities – Prior to the next FHBCM November 30, 2016**
 - a. Issue RFP for early enabling services
 - b. Community Outreach Activities:
 - i. Develop "Message" (11/14-11/21)
 - ii. Launch FHS Project Website (11/28)
 - iii. Launch FHS Project Facebook page (11/28)
 - iv. Develop route for FHS tours (11/14-11/30)
 - v. Issue Letter to the Town (11/28, 29) regarding the 12/8 Tour and Community Meeting to see DRAFT options
 - c. Meet with working group (11/30); Topic TBD

- III. Key Upcoming Dates**
 - a. **11/30/16: FHBC review of DRAFT Options**
 - b. **12/8/16: Tour of Existing High School**
 - c. **12/8/16: Community Meeting to see DRAFT Options**

- IV. Questions?**

MOTION:

To authorize the Town Manager to sign an agreement with O&G Industries, Inc. for pre-referendum construction management services.

NOTE: The scope of services/deliverables for the construction manager agreement with O & G Industries, Inc. is as follows:

1. The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.
2. The Construction Manager shall attend regular meetings with the Architect, Owner's Rep and the Owner to discuss such matters as procedures, progress, coordination, and scheduling, as requested by the Town Manager.
3. The Construction Manager shall assemble preliminary Cost estimates based on the Architect's three (3) concept designs and assist the team to choose a preferred scheme based on the analysis of the project including (but not limited to) constructability, likelihood of voter approval, length of construction, and cost. Once a preferred scheme has been agreed upon, schematic designs will be provided by the architect and the Construction Manager shall refine the preliminary costs for the schematic design.
4. Assist the Owner's Representative in engaging various stakeholders on the project.
 - a. Attend community outreach events, as required.
5. Attend all relevant meetings in support of the pre-referendum process as requested by the Town Manager.

O & G will be paid a lump sum of \$18,000 at the completion of the referendum process.