

WHS & HANMER SCHOOL BUILDING COMMITTEE MINUTES – Monday, December 12, 2011

Chairperson Fortunato called the meeting to order at 6:05 PM in the Town Manager's Conference Room, Town Hall, 505 Silas Deane Highway.

Present:

Committee Member Name	Present	Absent	Excused
Christine Fortunato, Chairman	X		
J. Edward Brymer Jr., Vice Chairman	X		
Steven Barry	X		
Daniel Camilleri			X
Frank Dellaripa	X		
Diane Fitzpatrick, Clerk	X		
Peter Gardow	X		
Liaison Present			
David Drake, Council Liaison	X		
Mike Turner, Staff Liaison	x		
Staff Present			
Jeff Bridges, Town Manager			X
Tim McDowell, Supt. Of Schools		X	
Mike Emmett, Asst Supt. School		X	
Tom Moore, WHS Principal		X	
Fred Bushey, Dir of Maintenance		X	
Susan Smith, Finance Director	X		
Guest Present			
Rusty Malik, Quisenberry Arcari			X
Tom Arcari, Quisenberry Arcari	X		
Ken Biega, O&G			X
Alan Mclveen			x
Martin Walsh, BOE	x		
Michael Grabowski, PAC	x		

1. Public Comments:

No comments-

Michael Grabowski was introduced as representing the PAC; the name of the Pac is Yes to WHS. Their paperwork was submitted to the state last week. Bill Leukhardt of the Courant was also present.

2. Minutes of November 7, 2011 meeting:

Motion by Frank Dellaripa, seconded by Ed Brymer to approve the minutes of Nov. 16, 2011 meeting as presented. **All present voted in favor.** Diane Fitzpatrick abstained.

3. Invoices

Motion by Ed Brymer, second by Peter Gardow, to add Approval of Invoice # 5188 to the agenda. **All voted in favor.**

The committee considered the following invoices:

Motion by Ed Brymer, second by Diane Fitzpatrick to approve invoice # 5147 from Quisenberry Arcari Architects, Invoice dated 10-31-11 in amount of \$ 4301.00; **all voted in favor.**

Motion by Ed Brymer, second by Peter Gardow to approve invoice # 5188 from Quisenberry Arcari Architects, Invoice dated 11-30-11 in amount of \$ 2749.20; **all voted in favor.**

4. Old Business

Hanmer Fire Alarm Project update:

Mike Turner noted that Mr Bushey was back out on medical leave and has not had opportunity to get plans and specs to the Fire Marshal and Building Official for review. After some discussion about lack of progress on this project, there was a Motion by Diane Fitzpatrick, seconded by Ed Brymer to request the Town Manager contact the Superintendent of Schools about the town staff taking over the project and getting it out to bid. **All voted in favor.**

Architects report by Tom Arcari:

Mr. Arcari discussed the meeting notes prepared by Mike Turner from a meeting held with Rusty Malik, Fire marshal Dignotti and Lt Don Crabtree of the WPD. See memo dated 12-9-11.

He noted the TPZ is scheduled to hear the 8-24 referral at their Jan 4 2012 meeting.

Mr Arcari reviewed the scope of work completed during the 1991-92 renovation projects, noting it was mostly code and handicap upgrades, asbestos abatement and site work. Councilor Drake noted there are many CIP projects which have been deferred awaiting the HS renovation project.

Mr Arcari noted they had prepared poster size information notices which are now on display at the elementary schools. This was part of referendum prep work in their basic scope of services, and that no work was being done to support the PAC.

Mr Arcari noted Rusty had spoken to Cindy Jacobs of DEEP as directed by the committee as she is both a resident and good resource for various grant programs available thru Clean Energy fund and other sources.

Mr Arcari noted that Rusty had also spoken to Matt Forrest from the town energy committee about what role they could play in the project. Mr Drake commented the energy design aspects should remain with the design professionals and the building committee; however he would support the energy committee involvement in seeking grants and other funds.

Discussion of Bond and Referendum:

Susan Smith, town Finance Director was present and distributed a 5 page handout which compared two alternate funding scenarios identified as Scenario 2 and 3. There were other scenarios run by Webster Bank, but she and the Town manager felt these offered the best options for the town.

Scenario 2 provided for level debt service wherein the borrowing, using BAN's and bonds, maintain the debt levels so there is relatively little change in mill rate required to fund the project.

Scenario 3 provided a level principal, which allows the borrowing to be paid off faster resulting in less overall project costs, but higher mill rates are required.

The consensus of the committee was to support Scenario 2, however the committee discussion noted this is a Town Council decision.

Ms Smith asked that the building committee finalize a budget figure to be included in the referendum question. After some discussion, there was a Motion by Frank Dellaripa, seconded by Diane Fitzpatrick to establish the project budget at \$74,573,472 per the latest budget estimate by O&G dated Nov 28, 2011. The motion was amended to include lowering the project cost if the environmental report by Eagle Environmental determines the PCB levels were not as originally estimated, rather than taking those extra funds (if any) and placing them in contingency. **All voted in favor.**

Ms Smith also received clarification from the committee that the Building Committee would assure the minor additions and deletions of the project remain within the project totals, but that major additions to the scope, providing budget were available, would be recommended by the committee but require Town Council approval. Ms Smith left at 7:40 pm.

5. New Business:

Chairperson Fortunato questioned the committee and received concurrence to prepare a promo video with the Town Manager, Rusty Malik, John Cascio and the high school student who prepared the existing conditions video. This will be helpful as a public information piece, and can be played on community and government tv channel.

Tom Arcari left 7:45 pm.

Ed Brymer also wanted to clarify this amount is the gross amount, and the town share of is the \$44 million portion not funded by state grant.

Frank Dellaripa lead a general discussion about the RFP and RFQ process for both architectural services and Construction Management, noting he wanted the committee to prepare these solicitations so as not to waste any project time. Chairperson Fortunato would like some guidance from the Town manager on the timing of the RFP/RFQ process.

Diane Fitzpatrick asked that staff assure the Town Council had the back up for the \$74 million project budget.

Frank Dellaripa requested all items, including invoices etc be included in their meeting packets so committee members had time to review the material prior to the meeting.

6. Adjournment:

Motion made by Ed Brymer, seconded by Peter Gardow to adjourn.
All members voted in favor. Meeting adjourned at 8:04 PM.

I hereby certify that the above is a true copy of the minutes approved by the High School & Hanmer Building Committee.

Diane Fitzpatrick, Clerk