

## SCHOOL BUILDING COMMITTEE

Regular Meeting Minutes

Date: October 6, 2021 6:30 PM

Public Online Video Conference (Zoom)

*\*Minutes are not official until approved at the next regular meeting*

Member	Position	Present in Person	Present via Zoom	Absent
Phil Stevens	Superintendent of Schools		X	
Erika Wiecenski	Board of Selectmen Representative		X	
Mike Makuch	Board of Finance Chairman		X	
Erica Bushior	Board of Education Staff			X
Ann Grosjean	Board of Education Member		X	
Katherine Viveiros	Construction Industry Experience		X	
Gary Anderson	Member at large		X	
Ralph Tulis	Member at large		X	
Peter Latincsics	Member at large		X	
Justin Niderno	Member at large		X	
Briana Ross	Member at large		X	

### CALL TO ORDER

Chairperson Viveiros called the meeting to order at 6:31 PM.

### PRESENT TO SPEAK

None

### CHAIRPERSON REPORT

Ms. Viveiros thanked the committee members and the residents in attendance on the call for going to the Town meeting last night and supporting the vote. It is great to see that people are participating and learning what the committee is all about.

### APPROVAL OF MINUTES

#### A. Regular SBC meeting September 15, 2021

*Motion by Ann Grosjean to APPROVE the minutes from the September 15 meeting. Gary Anderson SECONDED the motion.*

Discussion:

Ralph Tulis: On page 8, the motion that was made to modify the language, but it was unclear as to what was being modified. It should be more specific and indicate that it was language for the Board of Finance recommendation for the funding approval. Future motions should be more specific about the motions being made and less about the discussion. Minutes should record decisions, votes, motions, the vote on the motion; so when we look back in 6 months we know what we were talking about.

***Vote: All in favor, meeting minutes approved. MOTION CARRIED unanimously.***

#### **B. SBC Land Acquisition subcommittee meeting September 22, 2021**

*Motion by Mike Makuch to APPROVE the minutes from the September 22 meeting. Chairman Viveiros SECONDED.*

Discussion:

Ralph Tulis: Wanted confirmation that the change of committee name was located in the minutes.

***Vote: 8 YES, 1 Abstain MOTION CARRIED.***

Member	Vote
Erika Wiczenski	Y
Mike Makuch	Y
Ann Grosjean	Y
Katherine Viveiros	Y
Gary Anderson	Y
Ralph Tulis	Y
Peter Latinsics	Abstained
Justin Niderno	Y
Briana Ross	Y

#### **C. SBC Communications subcommittee meeting September 22, 2021**

*Motion by First Selectwoman Wiczenski to APPROVE the meeting minutes as presented. Ann Grosjean SECONDED.*

Discussion: None.

***Vote: 8 YES, 1 Abstain***

Member	Vote
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Erika Wieceński	Y
Mike Makuch	Y
Ann Grosjean	Y
Katherine Viveiros	Y
Gary Anderson	Y
Ralph Tulis	Y
Peter Latincsics	Abstained
Justin Niderno	Y
Briana Ross	Y

### ***MOTION CARRIED***

### **COMMUNICATIONS**

Chairperson Viveiros stated that the questions for the Hall foundation were sent to Alice Cassells. Alice responded back with thank you for the questions and she will get back to us if she will attend the next meeting on October 20th.

Ms. Viveiros sent a communication to the Chair of the Board of Education (BOE) requesting to start the process of developing the Education Specifications. Chair of the BOE responded that they are going to get started on the process.

No new emails to review from the SBC email account.

### **SUBCOMMITTEE REPORT**

#### **Land Acquisition Subcommittee:**

Mike Makuch reported that the committee met on the 22nd and discussed some of the concerns that were heard regarding the committee heading in one specific direction. Mike expressed that we need to do a better job communicating.

The subcommittee discussed the use of consultants to assist in gathering information and report it back to the SBC committee.

The subcommittee would like to ask the SBC committee to change the name from Land Acquisition Subcommittee to Land Assessment Subcommittee in hopes that it would send a different message as we are assessing different pieces of property, not necessarily purchasing a piece of property.

The subcommittee discussed an assessment tool for evaluating properties, existing and new, so there is a consistent and defensible measuring stick of how future decisions are made.

Chairperson Viveiros: The State of Connecticut has guidelines online that will help us evaluate properties: Connecticut Standards and Guidelines that are used to help with the School Construction Grant application.

*Motion by Mike Makuch to ADD Agenda item to New Business, Item 8C - Re-naming of the Land Acquisition Subcommittee. Ralph Tulis SECONDED.*

Discussion: None.

***MOTION CARRIED unanimously***

#### **Communications Subcommittee:**

Wait until Agenda Item 7B.

#### **OLD BUSINESS**

##### **a. Collier's presentation summary page**

Chairperson Viveiros: Reviewed Collier's presentation summary page and stated this is only a guide.

The Summary page consisted of the following: Willington Pre-Referendum Conceptual Tasks -- Renovation and New Building Options. Both paths have very similar things to be done. We will need to calculate the school size based on a population study and space standards and also need to conduct test fit concept planning. We will continue reviewing existing information and start evaluating renovation or addition or new school.

Ann Grosjean: I think that everything on this list is contingent on the OPM (Owner's Project Manager), even when the BOE begins to develop their Ed Specs. That's our next big step, to do the RFP to get that person on board and to know that we can do it more efficiently with the OPM; rather than trying it ourselves.

Superintendent Stevens: We have to look at both columns at the same time to get to the bottom to make the final decision which way to go.

Chairperson Viveiros: Ultimately it has to be one decision and we need to do our due diligence and explore both paths and come up with the best recommendation for the town.

Peter Latinsics: Is this the same numbers on your October 1 report or have they changed?

Superintendent Stevens: October 1 reporting is not what the enrollment projections are. That report for October 1 is the actual number; for the enrollment study you need to project 10 years out. Those figures have nothing to do with what we would be required to do for the State for the population study.

Chairperson Viveiros: We are going to get new information from the enrollment study when we hire the consultant to do it.

Briana Ross: Is there an early childhood registry so that we can maybe try to predict preschoolers? We can have a limited number of preschoolers because of the space.

Superintendent Stevens: When they do an enrollment study, they would identify the number of births, the number of children that would be eligible to be enrolled in school, etc. They would project out so we know how many students we would expect.

Ann Grosjean: When we order that study, is that something that we want to do when the project manager is on board or before then?

Superintendent Stevens: It's a standalone task. It can be done at any time but you don't want to do it too early in the process. We can do it now. If you did nothing for 4 or 5 years, then you would need to do it again. We need accurate numbers.

#### **b. Frequently Asked Questions**

The Town of Willington School Building Committee, Frequently Asked Questions:

This will be the second edition of issuance. The committee reviewed the proposed changes provided by the communications subcommittee.

*Motion by First Selectwoman Wiecenski to APPROVE the changes made to the Frequently Asked Questions document. Chairperson Viveiros SECONDED.*

Discussion: None.

***Vote: 9 MOTION CARRIED Unanimously***

#### **c. Request for Proposals -- Owner's Project Manager**

Chairperson Viveiros: Stated that Collier's offered to help the committee write the RFP and that the committee had multiple samples.

Mike Makuch: If we work with Collier's to do the RFP, then we have to make sure that we are maintaining a fair bidding process, because they could be bidding the RFP.

Superintendent Stevens: We would have to write a very specific RFP that takes us through the referendum process.

Gary Anderson: Gary suggested that we ask bidders to compete for the amount and what they can do for that amount.

First Selectwoman Wiecenski: We could use some of that money to hire someone to help us write that RFP and then the remaining funds would be used for the OPM (Owner's Project Manager).

Chairperson Viveiros: We need assistance in putting the RFP together and it's important to identify what is needed at the different stages of the process.

Ann Grosjean: Is this money refundable down the road? Is this part of our reimbursed money? When CIP (Capital Improvement Projects) gave us the \$100,000.00, that is out of this year's budget, I am wondering if there would be money in future CIP, if we use this money to get our OPM on board and then pay the other consultants to do our other tasks?

First Selectwoman Wiecenski: There is no more money in the CIP plan as it sits right now. This committee can request more but there's none left as of now.

Superintendent Stevens: We've learned from Colliers that anything pre-referendum is not reimbursable as OSCGR (Office of School Construction Grants and Review) would not have approved the grant application at that point.

Superintendent Stevens: There are really two options: Take the professionals you have in this group, take the sample RFPs we have, and adjust them and put the dollar amount in and see what we get. If you make it a-la-carte, you can build it the way you want. That's Option 1, to do the RFP ourselves. You would need to have add-ons and pay the OPM to make sure we get the service we missed. Option 2 is to have Colliers complete the process.

Chairperson Viveiros: It is critical that we hire people that know the grant application process like the back of their hand. If we miss something in the grant, they may catch it. Personally, I think it would be money well spent to hire a consultant to assist us with the RFP for OPM.

Mike Makuch: I think we might at least need to think about creating a not to exceed number and tell us what services will be provided within this type of work. Put that out there and see what the various contractors who do this work, propose what they can provide to us. We definitely need to have a proper legal method to pick up optional services if needed and for us to also add to the contract at a later date, if more money becomes available, so we don't have to start over and rebid part way through. We could provide an option in the proposal stating that it is not yet funded, but they could participate in the project if it gets funded.

Ann Grosjean: With the money being reimbursed, is that after the town referendum or after it's approved by OSCGR and which happens first?

Superintendent Stevens: You can go to referendum before or after, but I would want the OPM to definitely weigh in on that process. There is no reimbursement until OSCGR approves the grant application.

Ralph Tulis: Have we been in the situation in the past that we had to get a town meeting vote before we applied for a grant? When we apply for a grant from the State of Connecticut, do we have to have a town meeting approval to bless that grant application before we can submit it or can we submit it conditional on getting town meeting approval?

First Selectwoman Wiececki: When we formed the school building committee, there were three questions that would need to be approved at a town meeting and those were approved at a town meeting. I'm just not sure if it's a time sensitive date. There were questions that were asked at the town meeting that go to your point Ralph and it gave the Superintendent the ability to apply for the grant.

Ralph Tulis: Will they accept that grant without a second town meeting?

Chairperson Viveiros: Referred to the School Building Committee Charge Item B: The committee is authorized to request the Board of Education and Superintendent of Schools to file applications and other documents as may be required by the State Board of Education or the State Department of Education.

Ralph Tulis: We can submit the grant, but what happens if the grant is denied?

First Selectwoman Wiececki: That's the referendum that we are trying to get to. We can apply for the grant, but we can't spend the money until we have a referendum.

Chairperson Viveiros: Are we going to try and develop this RFP for an OPM/project manager within our committee that sits here or are we going to ask for assistance from Colliers? I am concerned with any sort of misstep or process item that we may potentially overlook. If the committee thinks we can pull together an RFP, then we need to get moving on that.

Mike Makuch: It would be nice to have the guidance in creating the RFP but I want to repeat the caution that I don't want to create a situation where someone challenges our bidding process if one of our bidders, particularly the one who helped us to write the RFP, is selected. We have to be careful how we stage that process.

Gary Anderson: Is it worth a few thousand dollars if it's something that we can do ourselves? You're asking them to write their own RFP and then respond to it.

Chairperson Viveiros: We have to have consideration of the timeline, so if we are looking to pull together a grant application in June, I don't know how long it would take us as a committee. I think we are capable of doing what you are saying Gary, and we can make sure we have what we want, however, are we going to be able to dedicate the time and get it done in a timely manner that we can make some headway on this task?

Ann Grosjean: When the RFP goes out, who makes the decision of who is hired?

Ralph Tulis: The SBC would make the recommendation on who is going to do the work for us.

Chairperson Viveiros: I believe there might even be an interview process. There are some steps in the process where we can do interviews. It's not all about the money. It's about the relationship and having a

cooperative OPM and someone we can communicate clearly with and someone who will respect our decisions and our processes.

Ralph Tulis: One of the problems I have with this process so far is that we have been talking about a dollar amount with this contract. I guarantee you that everyone who bids it will meet that dollar amount. What it is going to come down to, is where did they cheat to come down to the \$100,000.00 number. Anyone who is going to submit a proposal will review all of our minutes of our meetings.

Chairperson Viveiros: That \$100,000.00 is not just for the OPM. That needs to be clear. I think we need to start with a list of things that we want them to do for us.

Peter Latinsics: Can we combine ideas as well as address Ralph's concerns and ask an experienced OSCGR contractor and incorporate Gary's suggestion and then tell us what you would do to get us from start to finish?

Chairperson Viveiros: We need to tell them what we need help with, that we need them to develop the RFP for us and get us started and looking at the different options and need to get us through the referendum. The tasks that were shared with us in the last meeting are the items that should be in the RFP. Can we as a committee pull it together and get the RFP out? We are going to have the final say on what the RFP looks like.

Peter Latinsics: I am used to responding to RFPs rather than creating them. Is there a resource that can give us an RFP that is not participating in the bid?

Ann Grosjean: I believe it is more efficient and more effective to hire someone to help us do the RFP.

Briana Ross: I agree with Ann, and that phrase do it right or do it twice comes to mind. From an outsider's point of view, does it have to be Colliers that we go to?

Gary Anderson: Ask Colliers for a quote for this and how much it will cost to put together an RFP for these items and what you think we may need.

Superintendent Stevens: We could ask Colliers the cost to do an RFP for all of the work and what the cost would be if we did the RFP, and what the cost would be if we did the work and had them review it for our next meeting on the 20th. Also, there is another individual in town who is a parent who has experience and we may be able to get feedback from him.

Gary Anderson: For the next meeting, at least can we have a scope? That's the primary focus for now.

Chairperson Viveiros: We can draft a scope and review it at the next meeting and I will reach out to Scott for a quote.

Ralph Tulis: I am willing to participate and work on the scope of work we envision.



**d. Request to create Finance Subcommittee**

Chairperson Viveiros: We had some positive feedback in creating this subcommittee. One of the concerns that I recall is the timing and whether or not we should wait until an Owner's Project Manager comes on board or if we should create it now. Ms Viveiros stated that we need to understand what this subcommittee would be doing. Typically a subcommittee is created when specific tasks need to be done. What are the specific tasks that this proposed subcommittee would be doing?

Peter Latinsics: Given the lateness of the hour, maybe it is prudent to table this item until the next meeting.

**NEW BUSINESS**

**a. Review sample education specifications**

Chairperson Viveiros: Reached out to the Board of Education chair to get started on it. This is a lengthy process and it will take some time to go through this. We can do some of the preliminary work before we get the OPM on board.

Superintendent Stevens shared a sample Ed Spec with the committee, from the committee's shared Google folder and highlighted the various sections in the document.

**b. Identification of consultants for immediate tasks**

Chairperson Viveiros: We know we need an updated enrollment study.

Superintendent Stevens: There are 2 that typically do enrollment studies and I will have their quotes for you for the next meeting.

Ralph Tulis: Is that the responsibility of the SBC or the Board of Education?

Chairperson Viveiros: The way I see it, it is part of our charge to fulfill the grant application and it calls for this task to be completed..

First Selectwoman Wiczenski: I think it is part of the SBC and part of the charge. The Board of Education handles the Ed Specs.

Chairperson Viveiros: Phil will get us two quotes for the next meeting. The next item is the RFP. We have a plan to move forward with a few of the committee members here and then ask Colliers to review it for us. I will reach out to Colliers for that update. The next consultant item is possibly the need to hire a recording secretary. I know the Board of Selectmen has offered to help with that.

First Selectwoman Wiczenski: We took a look at our budget and there are some dollars to put towards a recording secretary; We put out an advertisement and the Board of Selectmen would appoint a recording secretary, as we found some funds in our budget to cover those costs.

Chairperson Viveiros: Is that for the next three years?

First Selectwoman Wiecenski: I can only speak for this year but I would incorporate that into a new budget.

**c. Land Assessment Subcommittee Renaming**

*Motion by Ralph Tulis to RENAME the Land Acquisition Subcommittee to **Land Assessment Subcommittee**. Ann Grosjean SECONDED.*

Discussion:

First Selectwoman Wiecenski: I just want to be transparent that we know the formula from the State and we don't have a current site that is 19 acres plus, so regardless of the plan we put forth to the townspeople, we are going to have to acquire land, so the land acquisition committee does not only mean building on a new site. It will not change the fact that at some point, based on the State, we would need to acquire land.

***Vote: MOTION CARRIED Unanimously.***

Subcommittee formally known as the Land Acquisition Subcommittee will be renamed as the Land Assessment Subcommittee

**PRESENT TO SPEAK**

James Marshall: I am a recent resident to Willington as of last year and I have two kids in Center School currently. I just want to say thank you for all of your efforts and the work you're doing. I want to offer any assistance. I am an architect by trade. Any opportunity or any input that the School Building Committee would need, I can assist with anything to help the kids in this town, and my kids to get the education they deserve. So thank you again and keep up the good work.

Melissa Williams McKinnon: Glad that you guys got the money so that you can move forward in this process.

**ADJOURNMENT**

*Motion by First Selectwoman Wiecenski to ADJOURN meeting. Ralph Tulis SECONDED.*

*Vote: 9 YES*

***Meeting adjourned at 8:48 PM.***

Respectfully Submitted,

Kelsey Allard

School Building Committee Member and Recording Secretary

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TOWN CLERK