

SCHOOL BUILDING COMMITTEE

Date: December 7, 2022 6:30PM

Regular Meeting Minutes

In person TOB Common Room & Public Online Video Conference (Zoom): Recording

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

Member	Position	Present via Zoom	Present in person	Absent
Katherine Viveiros	Construction Industry Experience	X		
Phil Stevens	Superintendent of Schools		X	
Erika Wiecenski	Board of Selectmen Representative		X	
Mike Makuch	Board of Finance Chairman		X 6:33pm	
Ann Grosjean	Board of Education Member	X		
Gary Anderson	Member at large	X left at 9pm		
Ralph Tulis	Member at large	X		
Peter Latincsics	Member at large		X 6:33pm	
Justin Niderno	Member at large		X	
Briana Ross	Member at large	X		
Christopher Tillona	Board of Education employee	X		

Also present: Scott Pellman, Owner's Project Manager from Colliers and residents

1. CALL TO ORDER

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

2. PRESENT TO SPEAK

None.

3. CHAIRPERSON REPORT

Chairperson Viveiros thanked Phil Stevens for hosting the "outreach nights" throughout town in December and January. She also wanted to remind the committee that communications that are shared with others need to be accurate.

4. APPROVAL OF MEETING MINUTES

a. SBC regular meeting minutes of 11.16.22

Motion by First Selectwoman Wiecenski to APPROVE the minutes from the SBC regular meeting November 16, 2022. Mike Makuch SECONDED the motion.

Discussion: None.

All in favor, the motion carried unanimously.

5. COMMUNICATIONS

Chairperson Viveiros discussed a few emails she received; one having to do with the cost and the estimate that was shared in the presentation on November 11th and the other regarding concerns of consolidating the students in the elementary and middle school.

R. Tulis inquired if the committee would be able to review the emails that are sent to the committee.

The committee discussed how the emails are forwarded amongst members already.

6. SUBCOMMITTEE REPORTS

a. Communications

i. Draft community survey questions

Superintendent Stevens shared the revisions that were made to the SBC webpage and the handout that was created for all community members to explain in detail about the school project. He also shared a draft of the survey that will be sent out to community members regarding the school project. He hoped this would go out in January.

The committee discussed the draft and what needs to be modified or might need clarification. The purpose of the survey is to determine if the community members have the information needed to help determine which option they would support and whether they would support one option over the other, with or without an auditorium. To achieve maximum results, the survey should be simple and to the point.

ii. Review School Building Committee Communications Plan

Chairperson Viveiros reviewed the communications plan that the committee created and voted on in June 2021, as a reminder to all members.

Superintendent Stevens discussed this process and how to keep the committee consistent and simple with answering questions regarding the school project.

The committee discussed their experience with communicating this information with the community and the appropriate way to address questions and concerns in a complete and accurate manner.

iii. Updated FAQ document

Superintendent Stevens shared that it's being worked on and will be shared with the committee before being posted.

iv. Community postcard

First Selectman Wiecenski discussed the details of printing these postcards including; who they would go to, how much they would cost and the format.

Motion by First Selectwoman Wiecenski to encumber \$1600 for mailing and printing services. Mike Makuch SECONDED the motion.

Discussion:

The committee discussed the cost, the design and details of postcards and the timeline.

All in favor, the motion carried unanimously.

b. Land assessment

i. Update on second appraisal

The committee discussed the timeline of needing a second appraisal.

c. Finance

P. Latinsics had no official update.

First Selectman Wiecenski stated that she would inquire for a new update and have it sent to the committee.

The committee discussed that the finance information is public knowledge and the community does have access to this information. It was also discussed that this subcommittee needs to meet more regularly and be prepared to share the latest financial report with the SBC monthly.

7. OLD BUSINESS

a. Owner's Project Manager update- Colliers

i. Timeline

S. Pellman used a chart to discuss the timeline for building a new school. He also explained in detail a new updated milestone draft.

The committee discussed and inquired about certain milestones, timeline of them and what certain items include.

ii. Project budget detail

S. Pellman shared a detailed chart explaining the breakdown of the project budget.

b. Community outreach schedule/timeline

Superintendent Stevens shared a chart with the schedule/timeline.

The committee discussed the dates of upcoming meetings and what should take place at these meetings. They also discussed having more frequent meetings.

8. NEW BUSINESS

a. RFP submissions for concept planning

S. Pellman explained that they sent the RFP out to 11 different firms and it was publicly advertised. He stated he did hear back from numerous architects that were interested but they just did not have the staffing towards the end of the year. But he did hear back from four qualified firms. He then discussed these four firms. S. Pellman shared the matrix he created in comparing these firms.

The committee discussed the details of the matrix with S. Pellman.

Motion by Mike Makuch to engage Friar architects for the proposal project for the amount of \$18,000 for the base fee plus \$2,000 for contingency. Justin Niderno SECONDED the motion.

Discussion:

The committee discussed their questions and concerns regarding this motion. Some were; why they would choose Friar's and why they needed to add a contingency amount. The committee members each discussed which firm they favored and why. Some committee members stated that they had concerns spending this money all together. The committee discussed the reasons/purpose of completing this step.

S. Pellman discussed the timeline of this step and going forward regarding the concept planning.

Mike Makuch withdrew his motion.

Motion by Chairperson Viveiros to move forward with the RFP received from QA&M in the amount that was proposed of \$19,500 for concept planning for both options. Ralph Tulis SECONDED the motion.

Discussion:

Some committee members discussed why they felt this motion was important or not needed.

Roll Call Vote: 9 YES 1 NO 0 Abstain

Motion carried.

Member	Vote
Erika Wieceński	N
Katherine Viveiros	Y
Christopher Tillona	Y
Ann Grosjean	Y
Ralph Tulis	Y
Peter Latinsics	Y
Briana Ross	Y
Mike Makuch	Y

Gary Anderson	Y
Justin Niderno	Y

b. Attorney fees

Motion by Chairperson Viveiros to approve \$5,000 for future legal fees to support the task of the School Building Committee. Mike Makuch SECONDED the motion.

First Selectman Wiecewski requested a friendly amendment to increase the amount to \$10,000 as there may be a need for additional legal expenses with a positive referendum.

Chairperson Viveiros accepted this amendment and Mike Makuch SECONDED the amendment.

Discussion:

The committee discussed the purpose of this motion was to allocate the funds for legal services needed to support the charge of the committee and to minimize having to come back to the SBC members to vote on each and every legal expenditure. The committee discussed how they hope they do not use all this money but it's good to encumber the funds in advance. Also discussed the process of how spending this money would work.

Roll Call Vote: 9 YES 1 NO 0 Abstain

Motion carried.

Member	Vote
Erika Wiecewski	Y
Katherine Viveiros	Y
Christopher Tillona	Y
Ann Grosjean	Y
Ralph Tulis	Y
Peter Latincsics	N
Briana Ross	Y
Mike Makuch	Y
Gary Anderson	Y
Justin Niderno	Y

c. Capital Improvement Plan funding request 2023-2024 and d. Presentation update: financial impact (town bonding)

Superintendent Stevens suggested discussing items C and D together under New Business. The committee agreed.

Superintendent Stevens shared a chart that explained bonding information for all the different projects. He explained they had four different options. He also explained in detail the numbers in each column, for each project.

The committee discussed questions regarding how the numbers were reached and what they mean. They also discussed what or how to share this information with the community.

Superintendent Stevens then discussed he thought the cost of a note instead of a bond plus the cost of the project is what they should ask CIP for in year one, 2023-2024.

S. Pellman then used the chart to explain where they would be within the project.

The committee discussed this in more detail and the numbers to include in their plan.

Motion by Superintendent Stevens to have the committee submit a request for \$200,000 in year one of their Capital Improvement Plan as part of the CIP process. Mike Makuch SECONDED the motion.

Discussion:

First Selectman Wiecenski wanted to thank all the people that have been working on this as it is a lot of work. Chairperson Viveiros agreed with First Selectman Wiecenski.

It was discussed if someone that is not a committee member can make a motion and the answer was yes, but they are not able to vote.

Gary Andeson left the meeting at 9:00pm

Roll Call Vote: 8 YES 0 NO 1 Abstain

Motion carried.

Member	Vote
Erika Wiecenski	Y
Katherine Viveiros	Y
Christopher Tillona	Y
Ann Grosjean	Y
Ralph Tulis	A
Peter Latincsics	Y
Briana Ross	Y
Mike Makuch	Y
Justin Niderno	Y

First Selectman Wiecenski explained that if the project is a “no” vote the taxpayers will not be expected to pay for this in the final budget.

Motion by Chairperson Viveiros to have the next item discussions f. School building committee officers and g. Friars Report Discussions to be tabled until the next meeting, in the interest of time. First Selectman Wiecenski SECONDED the motion.

Discussion:

First Selectman Wiecenski requested that the item; School Building Committee officers be at the top of the next meeting.

All in favor, motion carried unanimously.

e. 2023 School Building Committee meeting schedule

Superintendent Stevens shared the updated calendar of this committee's future meetings, following the same schedule it does now.

Motion by First Selectwoman Wiecenski to accept the School Building Committee regular meeting schedule for 2023 as presented. Ralph Tulis SECONDED the motion.

Discussion: None

All in favor, motion carried unanimously.

9. FUTURE BUSINESS- ITEMS FOR FUTURE AGENDA

Chairperson Viveiros reviewed items that were previously discussed at the meeting that will be on the agenda for next meeting:

1. Updated FAQ document
2. Update on second appraisal
3. School Building Committee officers
4. Friars Report Discussion

The committee discussed their availability for the next meeting on Wednesday, December 21st, 2022.

10. PRESENT TO SPEAK

James Marshall, 46 Fisher Hill Road, thanked the committee for all their information and wished them all a good Christmas.

11. ADJOURNMENT

Motion by Chairperson Viveiros to ADJOURN the meeting.

Mike Makuch SECONDED the motion.

All in favor, motion carried unanimously.

Meeting adjourned at 9:36 PM

Next regular meeting: December 21, 2022

Nicole Fusco
School Building Committee Recording Secretary

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WILLINGTON, CT.

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TOWN CLERK