

**TOWN OF WILLINGTON
SCHOOL BUILDING COMMITTEE**

Regular Meeting Minutes
Hybrid; TOB, Common Room & Virtual Meeting

March 1, 2023
6:30 PM

**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		
Mike Makuch	Board of Selectmen Representative (Chairman)	X		
James Marshall	Board of Finance Representative	X	X	
Christopher Tillona	Board of Education Staff		X	
Ann Grosjean	Board of Education Member		X	
Katherine Viveiros	Construction Industry Experience			X
Gary Anderson	Member at large		X	
Peter Latincsics	Member at large		X	
Justin Niderno	Member at large		X	
Briana Ross	Member at large		X	
Ralph Tulis	Member at large (Vice Chairman)		X	
Erika Wieceński	Member ExOfficio (non-voting)	X		

CALL TO ORDER

Chairperson Makuch called the meeting to order at 6:32 PM.

PRESENT TO SPEAK

Steve Troyer, 70 Blair Road: Mr. Troyer read a letter in support of a new school.

Nick Tella, 49 Mirtl Road: Mr. Tella voiced his opinions on the condition of Center School and voiced his opinions on past meetings that he believes include a conflict of interest.

CHAIRPERSON REPORT

Chairman Makuch stated that the Board of Finance & the Board of Selectmen voted on Monday in a joint meeting for the town meeting and referendum for the project, so the black-out period now begins. This black-out period refers to the information that the town can spend funds to disseminate; the Committee continues with its regular business, but sticks with only factual discussions and essentially avoids making any promotion for support of any vote in the yay or nay for the upcoming town meeting/referendum. Discussion has been held on the potential of three draft RFPs for future items post referendum. Discussion is underway with OSCGR about the possibility of a site walk at the potential piece of property and for them to provide guidance they may have.

APPROVAL OF MEETING MINUTES

A. SBC regular meeting minutes of 2-15-23

TOWN OF WILLINGTON SBC

The meeting minutes are to be posted and will be approved at the next meeting.

A. Grosjean inquired when the blackout period would end and Chairman Makuch stated that the blackout period would end at 8:00pm on the night of the referendum.

COMMUNICATIONS

Chairman Makuch stated that he has updated the Board members with emails that have been received.

SUBCOMMITTEE REPORTS

Land Assessment Subcommittee: A revised and updated appraisal is underway and the second appraisal has been contracted; both are expected in the next week. The environmental report is pending. The land assessment matrixes will be released.

Finance Subcommittee: There has not been a formal meeting. The Committee requested a statement from the Finance Office on expenditures. P. Latincsics stated a substantial amount of work went into a spreadsheet to better illustrate the costs of the posts and he was disappointed it hadn't been shared further.

Communications Subcommittee: The flyer was released recently. The Committee is working on the FAQs and an update to the RFQ document will be released shortly.

OLD BUSINESS

a. Owner's Project Manager (Colliers) update

Scott Pellman from Colliers provided an update on the environmental results.

i. Phase II environmental results

Eagle Environmental has reported they placed three temporary groundwater monitoring wells and sampled these wells; there was no pesticides, petroleum or lead present. There are naturally occurring materials in these wells but the standard is 1 ppm and the result was .004 pm. There are currently no environmental concerns. There is debris for removal and the remediation cost will be minor. If this project passes referendum, the architect would be required to hire an environmental engineer to make sure that all of the material is properly specified and properly removed and disposed of and additional testing will occur.

b. Updates to FAQs

There will be a few updates to the FAQs with information for the public. It will be material that is already in the public and will be clarifying facts based on questions asked.

c. Black-out period details

There is statutory language and the town has an ordinance on the language that is to be dispersed. The text that was approved does not include language that promotes a yes or no vote and is conscious of what could be considered expending town funds.

TOWN OF WILLINGTON SBC

NEW BUSINESS

a. RFQ: Construction Manager

Chairman Makuch stated that Colliers would not be bidding on either the Construction Manager RFP or the Architectural Design RFP so Scott Pellman can explain these items. S. Pellman stated that the request for qualifications has been put together for the Construction Management Firm and the Architectural Design firm. It's anticipated there will be a lot of responses and a shortlist will be created for up to four companies and interviews will occur for those companies; the OPM would then put together the specific RFPs and draft the contracts, etc. to further explain the scope of work that the companies would be bidding on. Discussion was held on the RFPs and the release of these. A. Grosjean inquired about the costs. S. Pellman stated that the construction manager at risk would need to follow a fixed price; this would be for pre-construction up to the bidding phase. Once all of the bids are received, they would file a GMP Amendment (Guaranteed Maximum Price). Once they bid it and within the structure of the contract, an agreed upon contingency would be signed. S. Pellman continued to explain the process.

b. RFQ: Architectural Design

This was discussed during the above topic discussion.

d. SCG-053 site analysis engineering

S. Pellman stated that a site visit is being coordinated for the new site to review with OSCGR. The SCG-053 Site Analysis form is being completed for the State's review. Maps and plans would also need to be filed and then this would be signed off by the engineer; QA+M is willing to assist with this as they had completed the concept plans for the Town previously for this project.

J. Marshall moved to engage QA+M for the site analysis engineering for \$2,000.00.

A. Grosjean seconded.

Discussion: R. Tulis inquired if this would occur prior to the referendum and if this document would be valid if the referendum fails. S. Pellman stated that pre-referendum dollars are not reimbursed by the state. P. Latinsics inquired why this would not be deferred until after the referendum. S. Pellman stated that this should be executed sooner than later so there is not a holdup and so that this can be sent to the State for further information and prior to filing the grant. J. Marshall inquired about the timeline for this to be completed. P. Latinsics requested that this be performed after the referendum decision. Discussion followed on the site analysis engineering to be performed and whether this would affect the blackout period at all.

Member	Vote
Mike Makuch	Y
James Marshall	Y
Christopher Tillona	Y
Ann Grosjean	Y
Gary Anderson	Y

TOWN OF WILLINGTON SBC

Peter Latincsics	N
Justin Niderno	Y
Briana Ross	Y
Ralph Tulis	N

Vote: 7 YES 2 NO

Motion carried.

Scott Pelman left the meeting at this time.

c. RFP/Q: Owner's Project Manager

Chairman Makuch stated this would be for the Owner's Project Manager post-referendum. Tentatively the dates would be for issue March 6th, with questions due back by March 13th, and proposals due back to the Committee by March 25th. The interview dates would be tentatively April 5th and award date April 7th. An extensive discussion was held on the RFP/Q and possibly necessary changes.

FUTURE BUSINESS – ITEMS FOR FUTURE AGENDA

Future business items will include the approval of meeting minutes, the land environmental review, the SCG-053 site analysis, and selection criteria. First Selectwoman Wiecenski stated that post referendum, Item 10 of the charge should be reviewed and a subcommittee started to focus on future uses of the buildings and have discussions on that.

Chairman Makuch stated that he did communicate with the Hall Foundation on the status of the project.

PRESENT TO SPEAK

Nick Tella, 49 Mirtl Road: Mr. Tella voiced his previously expressed concerns and wanted to state he submitted FOIA requests.

ADJOURNMENT

Motion by E. Wiecenski to ADJOURN meeting.

Seconded by J. Marshall.

Vote: 9 YES 0 NO

All in favor, motion carried unanimously.

Meeting adjourned at 8:01 PM.

Respectfully Submitted,

Kelsey Allard

Interim School Building Committee Recording Secretary

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2023 APR -5 P 2: 27


TOWN CLERK