

SCHOOL BUILDING COMMITTEE

Regular Meeting Minutes

Date: October 20, 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 Wiczenski	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 6:33 PM.

PRESENT TO SPEAK

None.

CHAIRPERSON REPORT

None.

APPROVAL OF MINUTES

A. Regular SBC meeting October 6, 2021

Motion by Ann Grosjean to APPROVE the minutes from the October 6 School Building Committee meeting. Ralph Tulis SECONDED the motion.

Discussion:

Ralph Tulis: Page 10, under land assessment committee renaming, Ms. Wieceński's comments were left in, but Ralph's comments were left out. I did recall the meeting with Kosta regarding Hall School and he responded with "show me the plan" and did not explicitly say the 19+ acres was needed.

Gary Anderson stated that he disagreed with Ralph's comment.

Vote: All in favor, meeting minutes approved as amended to include R. Tulis's comments and G. Anderson's comments in response to E. Wieceński's comment about acreage. MOTION CARRIED unanimously.

COMMUNICATIONS

Received email from Alice Cassells and she was thankful for the questions but she could not make it and will hopefully join at a later date.

SUBCOMMITTEE REPORTS

Communications Subcommittee:

Committee has not met. Superintendent Stevens wrote an article for the Willington Wire which was reviewed by Chairman Viveiros, A. Grosjean, and First Selectwoman Wieceński.

Land Acquisition Subcommittee:

Committee has not met.

OLD BUSINESS

a. Review quotes from Collier's

Asked for a quote for the creation of an RFP for the Owner's Project Manager. Also asked Collier's for a quote for just the review of an RFP the Committee itself would create and then have Collier's offer comments. This quote is for the full RFP from Collier's, (Town of Willington Elementary School Project Owner's Representation Advisory Services), and was quoted as such, "Will work on an hourly basis with a 'Not to Exceed' fee of \$5,000.00. Also asked them to provide a quote for the review of an inhouse RFP created by the Committee, and Collier's said they would not charge for it.

Discussion was held on Collier's RFP and the breakdown of services to be provided. Chairman Viveiros verified a breakout meeting outside of the committee to review the RFP would be able to occur and would not break any necessary rules. Will set the meeting for next week. The goal is to do the work on the RFP

within the next week and a half, two weeks. Share it with Colliers for review and then get the process moving quickly.

b. Draft Request for Proposals -- Owner's Project Manager

Discussed above in item a.

c. Request to create Finance Subcommittee

Chairman Viveiros suggested that we table this to the next meeting as P. Latinsics is not in attendance at this meeting. Mr. Latinsics later joined the meeting, and agreed to review this at our next meeting.

d. Update on search for recording secretary

Continuing to search for a recording secretary. Has been posted on Indeed.

NEW BUSINESS

a. Review quotes for school enrollment study

Superintendent Stevens presented two companies: NESDEC, they provide enrollment services as a free service when you contract with them. As a non-member, the price is \$6,250.00. The cost to join is \$1,450.00. NESDEC did the last enrollment projection. Simpler report.

Dr. Peter Prowda's proposal was the same price at \$1,450.00. Last projection was 2013. Would include a compilation of how they get to projections, the full enrollment, etc. Dr. Prowda collects his own data and asks questions related to the Town. Dr. Prowda could have the survey done by December 27th.

Superintendent Stevens suggests to contract with Prowda as it is more detailed.

Motion by Gary Anderson to contract with Dr. Peter Prowda to conduct the enrollment projection study.

Ann Grosjean SECONDED the motion.

Discussion was held on the proposal including a presentation of the enrollment survey findings. R. Tulis had additional questions/comments in regards to Dr. Prowda's estimate, including clarifying birth rates through 2020 with an estimate for 2021 to 2026, the 10-year analysis of kindergarten enrollment, projected town population and new home construction (subdivisions). Superintendent Stevens provided answers. Discussion continued in regards to asking Dr. Prowda for a presentation of the findings.

G. Anderson withdrew his original motion. A. Grosjean withdrew her second of the motion.

Motion by Gary Anderson motion to contract with Dr. Peter Prowda to conduct an enrollment study for the school building committee, not to exceed up to \$2,000.00 to include a presentation by Dr. Prowda and that we approach him and make the suggestions as Ralph stated this evening.

Chairman Viverios SECONDED the motion.

Additional discussion on wording of motion and clarification of Dr. Prowda's estimate for the enrollment study.

K. Allard restated G. Anderson's motion: *Motion by Gary Anderson motion to contract with Dr. Peter Prowda to conduct an enrollment study for the school building committee, not to exceed up to \$2,000.00 to include a presentation by Dr. Prowda and that we approach him and make the suggestions as Ralph stated this evening.*

Chairman Viverios recommended an amendment to G. Anderson's original motion, omit the very last sentence regarding Ralph's comments because it was addressed in tonight's meeting with Superintendent Steven's clarifications.

R. Tulis commented to include the date of the proposal in the motion.

Chairman Viverios: Motion on the table to accept the friendly amendment to this cost proposal to include the date of the proposal, proposal dated October 18, 2021.

Chairman Viveiros seconded.

Member	Vote
Erika Wiecenski	Y
Ann Grosjean	Y
Katherine Viveiros	Y
Gary Anderson	Y
Ralph Tulis	Y
Peter Latincsics	Y
Briana Ross	Y

MOTION CARRIED.

b. Discuss Hall School questions with Hall Foundation attendees

Will keep on agenda for the next meeting or a date in the future.

PRESENT TO SPEAK

Chris Cykley, from Construction Solutions Group: I've been following your progress now for quite some time. Construction Solutions Group is an owners project management firm. We are obviously interested in learning more about where you guys are and we would love to take a look at the RFP, free of charge. Look forward to furthering conversations with you guys.

ADJOURNMENT

Motion by Ralph Tulis to ADJOURN meeting. Gary Anderson SECONDED.

Vote: 7 YES

Meeting adjourned at 7:30 PM.

Respectfully Submitted,

Kelsey Allard

Interim School Building Committee Recording Secretary

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WILLINGTON, CT.

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TOWN CLERK