

Board of Selectmen

Monday, June 26, 2023 at 7:00 PM

Town Campus, Room A and Remote via Zoom

Zoom Link:

<https://us06web.zoom.us/j/91602819870?pwd=QzlwTFkzMDRkdVPTHlZT2xDdUZ1QT09>

Phone: 1-646-558-8656 Webinar ID: 91602819870

MINUTES

REGULAR MEETING

1. Attendance

First Selectwoman Lyons called the Regular Session of Monday, June 12, 2023 to order at 7:00 p.m. Also, in attendance: Selectman Goldberg, Selectwoman Gordon, Selectman Murphy and Selectman Wilson.

2. Pledge of Allegiance

First Selectwoman Lyons led the Pledge of Allegiance.

3. First Selectwoman's Update

First Selectwoman Lyon's noted events for the July 4th weekend and urged residents to visit the website for more information on beach passes, parking, etc.

4. Liaison Reports/Selectmen Comments

None.

5. Citizen Comments

None.

BUSINESS

MOTION by First Selectwoman Lyons and seconded by Selectman Murphy to open the agenda to amend the following within the Consent Agenda:

Appointments:

ii. Virginia Raff, Bicycle and Pedestrian Advisory Committee, Alternate, Term Expiring 1/1/2025

iii. Alex Province, Bicycle and Pedestrian Advisory Committee, Regular, Term Expiring 1/1/2024

and to amend the following within the regular Business agenda:

#8 Presentation from CT Water on water conservation and potential drought conditions

and to move agenda items #13 and #14 to #9 and #10.

VOTE: this motion was passed unanimously.

6. Consent Agenda

- a. Tax Abatements/Refunds
- b. Resignations: Jude Hession, Board of Police Commissioners
- c. Appointments:
 - 1. Jude Hession, Board of Finance, Term Expiring 11/1/2025
 - 2. Virginia Raff, Bicycle and Pedestrian Advisory Committee, Alternate, Term Expiring 1/1/2025
 - 3. Alex Province, Bicycle and Pedestrian Advisory Committee, Regular, Term Expiring 1/1/2024

MOTION by Selectwoman Gordon and seconded by Selectman Wilson to approve the Consent Agenda as amended.

VOTE: this motion was passed unanimously.

7. Update on the Madison Downtown Utility Project

First Selectwoman Lyons and Rob Russo, Deputy Director of Public Works presented an updated timeline to the board (attached). The board thanked staff for their hard work.

8. Presentation from CT Water on water conservation and potential drought conditions

CT Water president, Craig Ptala, was present to discuss the drought conditions in and around Madison.

9. Discuss and take action to approve a bid waiver request from Madison Hose Co. No. 1 to expend funds to purchase a Seagrave Model TB50CA Marauder Pumper and to award a contract in FY23-24 to Seagrave Fire Appartaus, LLC; member of HGAC Cooperative; in the amount of \$1,030,293; authorizing the First Selectwoman to sign all necessary contracts and documents; funding in FY23-24 CIP

MOTION by Selectman Murphy and seconded by Selectman Wilson to approve a bid waiver request from Madison Hose Co. No. 1 to expend funds to purchase a Seagrave Model TB50CA Marauder Pumper and to award a contract in FY23-24 to Seagrave Fire Appartaus, LLC; member of HGAC Cooperative; in the amount of \$1,030,293; authorizing the First Selectwoman to sign all necessary contracts and documents; funding in FY23-24 CIP

VOTE: this motion passed unanimously

10. Discuss and take action to approve a Special Appropriation to the Madison Hose Co. No. 1 Apparatus/Truck Replacement in the amount of \$135,000; pending Board of Finance approval

MOTION by Selectman Murphy and seconded by Selectwoman Gordon to approve a Special Appropriation to the Madison Hose Co. No. 1 Apparatus/Truck Replacement in the amount of \$135,000; pending Board of Finance approval

VOTE: this motion passed unanimously

11. Discuss and take action to approve a Resolution to transfer funds between projects within the \$89,200,000 Appropriation and Bond Authorization for costs related to the construction of a New

Pre-Kindergarten-Grade 5 School on Mungertown Road, Renovations and Improvements for the conversion of Brown Intermediate School into a Kindergarten-Grade 5 School and improvements and upgrades to Polson Middle School

MOTION by Selectman Murphy and seconded by Selectman Goldberg to approve the following to Resolution to transfer funds between projects within the \$89,200,000 Appropriation and Bond Authorization for costs related to the construction of a New Pre-Kindergarten-Grade 5 School on Mungertown Road, Renovations and Improvements for the conversion of Brown Intermediate School into a Kindergarten-Grade 5 School and improvements and upgrades to Polson Middle School:

WHEREAS, the Resolution to appropriate \$89,200,000 for the following projects (i) \$61,150,000 for the construction of a new Pre-Kindergarten-Grade 5 school on Mungertown Road, (ii) \$6,500,000 for renovations and improvements for the conversion of Brown Intermediate School into a Kindergarten-Grade 5 school and (iii) \$21,550,000 for improvements and upgrades to Polson Middle School, and to authorize the issue of bonds, notes or temporary notes in an amount not to exceed \$89,200,000 to finance said appropriation, as approved at a referendum held on February 15, 2022 (the "Resolution"), provided that the Board of Selectmen may, by resolution, transfer funds among the projects, so long as the total appropriation and bond authorization is not increased; and

WHEREAS, the construction of a new Pre-Kindergarten-Grade 5 school on Mungertown Road requires an additional appropriation of \$3,485,000 and excess funds are currently available from the Polson Middle School project.

Discussion: the board discussed at length the funding options for this project, including the status of the generator project and geothermal.

VOTE: this motion passed unanimously

12. Discuss Administrative Policy regarding FloodPlain Management Ordinance

The board discussed two options: the revised Definition of Market Value proposed by staff or the Ordinance which refers to Administrative Policy including the pros/cons of each, and ultimately decided a policy was not necessary.

13. Discuss and take possible action to approve the proposed draft FloodPlain Management Ordinance

MOTION by First Selectwoman Lyons and seconded by Selectman Murphy to approve the proposed draft Floodplain Management Ordinance as discussed in the previous agenda item.

VOTE: this motion passed unanimously

14. Discuss draft proposed Citation Ordinance

The board reviewed a draft Citation Ordinance. The Town council will revise to incorporate her comments and will bring to the next meeting. The board will call a Public Hearing to review.

15. Discuss updating Board of Selectmen Policies and Procedures

First Selectwoman Lyons stated she is working with Human Resources on these policies and procedures and will have an update at the next meeting.

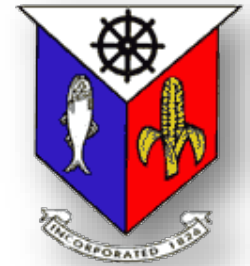
16. Citizen Comments

John Ford: wondered about the FloodPlain Ordinance and noted the public could not see the revisions. First Selectwoman Lyons explained the board has discussed this topic at over 10 meetings and posted redlined versions on the website.

ADJOURNMENT

Meeting adjourned at 9:00 p.m.

Respectfully submitted,
Jaclyn Lehet



TOWN OF MADISON

CONNECTICUT

Regular Meeting – June 26, 2023

Board of Selectmen

Downtown Utility Project Update

- **Town hires A&S Electrical in July 2022**
 - Complete electrical and telecommunications infrastructure, including transformers, conduit installation
- **Final easements filed in land records in August 2022**
 - Allowed for final stage of project to move forward uniformly, north and southside
 - Impacts 15 properties, 17 buildings
 - Requires coordination, approvals from individual property owners
- **Town extends contract with A&S Electrical in January 2023**
 - Continue minor infrastructure work, establish electrical service at each building to receive underground service
- **Southside meter work completed in June 2023**
 - Henny Penny switched to underground service
 - Additional properties in process at 1-2 a week through end of August
 - Pole removal expected early September
- **Northside meter work in process**
 - Infrastructure installed (transformer pads, conduit installation)
 - Awaiting dual gang meter sockets for some properties, in short supply with lead times up to 12 months
 - Working with Eversource to change standards to allow for equipment more readily in supply, which would allow for Fall 2023 pole removal

Madison School Renewal Plan – Bond Financing

Authorized Project Cost, including Financing	\$ 61,150,000	\$ 21,550,000	\$ 6,500,000	\$ 89,200,000
Original Estimated State Reimbursement 17.36% Rate (18.21% less space standard reduction)	\$ (9,820,063)			\$ (9,820,063)
Additional State Reimbursement as of May 2023	\$ (6,000,000)			\$ (6,000,000)
Anticipated Project Debt Issued	\$ 45,329,937	\$ 21,550,000	\$ 6,500,000	\$ 73,379,937

Revised Cost Estimates – New School

- New School needs an additional **\$5.9 – \$7.6 million** based on current Design Development plan and optional bid alternates.
- Town can appropriate **\$2.4 million** from the undesignated fund balance to cover additional classrooms, leaving a shortfall of **\$3.5 to \$5.2 million**.
- BOS has authority to transfer funds between projects to fill any shortfalls.

New Elementary School Revised Estimates

Uses of Funds:		
Original Construction Budget Approved at Referendum *		\$ 46,609,900
Current Design Development Estimates Approved by SBC**		\$ (52,494,637)
Current Design Development Estimate Shortfall		\$ (5,884,737)
Additional Funds Needed for Optional Bid Alternates		\$ (1,757,017)
Total Potential Shortfall		\$ (7,641,754)
Sources of Funds:		
Special Appropriation for Expanded Scope with Additional Classrooms		\$ 2,400,000
Transfer of Funds Required for Current Design Development		\$ 3,484,737
Current Proposed Sources of Funds		\$ 5,884,737
Additional Funds Transfer Required for Optional Bid Alternates		\$ 1,757,017
<i>Total Potential Transfer of Funds Needed w/Bid Alternates</i>		<i>\$ 5,241,754</i>
Potential Reimbursement from Utilities, Federal Incentives for Geothermal		\$ 2,500,000

*Excludes FF&E, fees and expenses.

**Includes approximately \$5.2 million in owner contingency funds.

Revised Cost Estimates – Polson

- Updated estimates indicate Polson Project has adequate funds to meet original project scope. BOS could transfer funds and not impact completion.
- If Town upgrades to geothermal, project cost could increase additional \$5M but would be eligible for incentives. This would be outside of the original project scope.
- Geothermal would need to be coordinated with renovation of baseball field in order to accommodate wells. This may delay timeline.
- Generator project needs to be done concurrently in order to realize savings on electrical upgrades

Polson Project Revised Estimates

Original Total Project Budget Approved at Referendum	\$	21,550,000
Financing Costs	\$	(638,000)
Updated Auditorium Estimate	\$	(2,800,000)
Updated Polson HVAC Modernization Estimate (Conventional System) *	\$	(13,086,180)
Current Estimated Project Surplus	\$	5,025,820
<i>Funds Transfer to New School Project</i>	<i>\$</i>	<i>(3,484,737)</i>
Potential Remaining Surplus	\$	1,541,083
Possible Surplus Uses:		
New School Bid Alternates	\$	1,757,017
Additional Cost for Geothermal System	\$	5,000,000
<i>Possible Savings from Utility Rebates, Federal Incentives</i>	<i>\$</i>	<i>(3,900,000)</i>
Net Cost after Utility Rebates, Federal Incentives	\$	1,100,000

* Net of approximately \$350K in savings of electrical work due to Generator Project.

New School Project - Contingencies

- **Design and Pricing Contingency - \$2.2M**
 - This number is strictly provided by the estimators to reflect components expected to be in the final design, but are not yet shown on the drawings because the project is only at DD phase. It is baked into the estimates.
 - It's not a Contingency that can be utilized by the Town
 - This number will reduce in the CD estimate, ultimately reaching \$0 when bids are received (because there's no more ambiguity in what the design will cost)
- **CM Contingency - \$1.1M**
 - This reflects 2.5% of the construction cost. This percentage was already reviewed/negotiated as part of Gilbane's contract
 - This is not a Contingency that can be utilized by the Town. It reflects the risk inherent to the CM in providing at GMP contract (because they cannot select their own subcontractors in low public bid). CM's utilize CM contingency for scope items that get missed between packages.
 - While there may be CM contingency funds that get returned to the town near the end of the project (and then become part of Owner's Contingency or budget savings), it's not something that is useable for budgeting to meet initial bidding.
- **Owner's contingency - \$5.2M**
 - This reflects a value of 10% of the current, reconciled DD construction cost estimate. This is a typical target value for owner's contingency for a project of this size.
 - The goal is to have design/estimates meet project budgets without touching contingency, such that there is a responsible amount left to address issues during construction (discovered conditions, errors and omissions, owner-requested change orders, etc)
 - This is the contingency that can be utilized by the Town, but typically not until construction (or at least until Bids are received if there's a slight overage)

2023 Decision Timeline

	New School	Polson HVAC/Auditorium	Polson Generator
Now	<ul style="list-style-type: none"> • Appropriation of \$2.4 million (BOS, BOF, Town mtg) • Transfer of funds (BOS) to ensure project has adequate funding to move forward with construction documents 	<ul style="list-style-type: none"> • Transfer funds (BOS) from Polson Budget to New School Budget 	
Summer	<ul style="list-style-type: none"> • Construction documents completed • Approvals received 	<ul style="list-style-type: none"> • Determine final scope of Polson HVAC • Determine future funding path if geothermal is pursued 	<ul style="list-style-type: none"> • RFP for design services using existing CIP funds
Fall	<ul style="list-style-type: none"> • Receive construction bids • Determine funding availability for bid alternates 	<ul style="list-style-type: none"> • Launch HVAC RFP for design services • Possible RFP for Auditorium design 	<ul style="list-style-type: none"> • Complete design • Prepurchase generator due to extensive lead times • Appropriate funds for the purchase
Winter	<ul style="list-style-type: none"> • Award bid • Construction begins. Expected completion summer 2025 	<ul style="list-style-type: none"> • Finalize HVAC and Auditorium design 	<ul style="list-style-type: none"> • RFP for construction with expected electrical work starting summer 2024

TOWN OF MADISON
BOARD OF SELECTMEN

RESOLUTION TO TRANSFER FUNDS BETWEEN PROJECTS WITHIN THE \$89,200,000 APPROPRIATION AND BOND AUTHORIZATION FOR COSTS RELATED TO THE CONSTRUCTION OF A NEW PRE-KINDERGARTEN-GRADE 5 SCHOOL ON MUNGERTOWN ROAD, RENOVATIONS AND IMPROVEMENTS FOR THE CONVERSION OF BROWN INTERMEDIATE SCHOOL INTO A KINDERGARTEN-GRADE 5 SCHOOL AND IMPROVEMENTS AND UPGRADES TO POLSON MIDDLE SCHOOL

WHEREAS, the Resolution to appropriate \$89,200,000 for the following projects (i) \$61,150,000 for the construction of a new Pre-Kindergarten-Grade 5 school on Mungertown Road, (ii) \$6,500,000 for renovations and improvements for the conversion of Brown Intermediate School into a Kindergarten-Grade 5 school and (iii) \$21,550,000 for improvements and upgrades to Polson Middle School, and to authorize the issue of bonds, notes or temporary notes in an amount not to exceed \$89,200,000 to finance said appropriation, as approved at a referendum held on February 15, 2022 (the "Resolution"), provided that the Board of Selectmen may, by resolution, transfer funds among the projects, so long as the total appropriation and bond authorization is not increased; and

WHEREAS, the construction of a new Pre-Kindergarten-Grade 5 school on Mungertown Road requires an additional appropriation of \$3,485,000 and excess funds are currently available from the Polson Middle School project.

THEREFORE, BE IT RESOLVED, that the following transfer is hereby approved:

	<u>Original Amount</u>	<u>Transfer Increase/(Decrease)</u>	<u>Revised Amount</u>
Pre-Kindergarten-Grade 5 School on Mungertown Road	\$ 61,150,000.00	\$3,485,000.00	\$64,635,000.00
Polson Middle School	21,550,000.00	(3,485,000.00)	18,065,000.00
Conversion of Brown Intermediate School	<u>6,500,000.00</u>	<u>---</u>	<u>6,500,000.00</u>
TOTAL	<u>\$89,200,000.00</u>	<u>-0.00-</u>	<u>\$89,200,000.00</u>

Madison Downtown Center Utility Project Timeline (May 2022 – June 2023)

5-25-2022 - Madison Downtown Center Utility Project (Infrastructure) Advertisement for Bids

6-22-2022 - Madison Downtown Center Utility Project (Infrastructure) Bid Opening

6-27-2022 - Madison Downtown Center Utility Project (Infrastructure) was awarded to A&S Electrical Services, Inc by the Town of Madison (Town) Board of Selectmen

7-25-2022 - Contract Agreement between the Town and A&S Electrical Services, Inc. fully executed

8-03-2022 - Pre-Construction Meeting

8-08-2022 - Madison Downtown Center Utility Project (Infrastructure) work commences on 646, 690, 710 Boston Post Road and 121 Samson Rock Drive

8-24-2022 - Utility Meeting between Town, A&S Electrical Services and KeyBank to discuss Property Access License Agreement

8-29-2022 - Electric Distribution Easement in favor of Eversource Energy granted by Madison Downtown Associates LLC, Roton Associates and Marsillio O'Brien Family Trust is recorded in the Town of Madison Land Records

9-01-2022 - Work commences on 703 Boston Post Road (Roton Associates)

9-06-2022 - Construction Field Meeting between the Town, A&S Electrical Services, Inc. and Eversource at 703 Boston Post Road

9-14-2022 - KeyBank Access License Agreement fully executed

9-19-2022 - Work commences on 724 Boston Post Road (KeyBank)

9-27-2022 - Utility Meeting between the Town, Eversource, Comcast and Frontier at Madison Town Hall Conference Room A

9-29-2022 - Madison Downtown Center Utility Project (Infrastructure) substantially complete excluding minor punch list items

10-13-2022 - Downtown Center Utility walkthrough with First Selectwoman Peggy Lyons

10-17-2022 - Meeting with property representative (Stacy Abbot) of Walker Loden Building to discuss electric service change

10-21-2022 - Utility meeting with Madison Cinemas and Comcast to discuss telecommunication infrastructure

10-25-2022 - Utility meeting with Jerry Davis to discuss telecommunication infrastructure at Madison Cinemas

11-01-2022 - Utility Meeting with Comcast at Madison Cinemas to discuss telecommunication infrastructure

11-10-2022 - Downtown Center Utility Project Update Meeting between the Town staff and Eversource personnel

11-15-2022 - Utility meeting with property owner (Jacqueline Guizol) of 693 Boston Post Road

11-17-2022 - Madison Downtown Center Utility Project Property Owners Meeting including First Selectwoman Peggy Lyons, Town staff, Eversource and A&S Electrical Services, Inc. (contractor/consultant)

12-08-2022 - Downtown Center existing services inspection and scope of work walkthrough with A&S Electrical Services, Inc.

1-17-2023 - Receipt of A&S Electrical Services, Inc. proposal for the Continuation of the Madison Downtown Center Utility Project including electrical service connections and minor infrastructure work

1-23-2023 - Continuation of the Madison Downtown Center Utility Project awarded to A&S Electrical Services, Inc by the Town of Madison Board of Selectmen

1-27-2023 - Contract Agreement between the Town and A&S Electrical Services, Inc. fully executed

2-08-2023 - Utility meeting with Ilario Suppa to discuss telecommunication infrastructure at Café Allegra

2-09-2023 – Electric service notification letters sent to the downtown property owners

2-13-2023 - Downtown Center electric service walkthrough with A&S Electrical Services, Inc.

2-23-2023 - Downtown Center electric service walkthrough with Town Staff and Eversource

3-07-2023 - Project planning meeting with Town Staff, Eversource and A&S Electrical Services, Inc. at Madison Town Hall

3-14-2023 - Frontier overhead fiber installation downtown is discontinued

3-30-2023 - Project Walkthrough with building inspector and A&S Electrical Services, Inc.

4-03-2023 - A&S Electrical Services, Inc. commences electrical meter installations

4-05-2023 - Internal Downtown Center utility meeting,
Notice to Proceed issued to Comcast/Frontier to commence utility service changes

4-06-2023 - Pre-Construction Meeting with A&S Electrical Services, Inc. to coordinate telecommunication installation at Madison Cinemas and Café Allegra

Telecommunication notification letter sent to downtown property owners

4-10-2023 - Telecommunication conduit work commences at Madison Cinemas

4-11-2023 - Eversource email response to Town's project concerns

4-17-2023 - Follow up utility meeting with Eversource

4-18-2023 – A&S Electrical Services, Inc. begins submitting work requests to Eversource

4-25-2023 - Project Meeting with Town Staff, Eversource, A&S Electrical Services, LLC and the Building Inspector

5-01-2023 - Electric meter design configurations submitted to Eversource by Mark Miner from A&S Electrical Services, Inc.

5-05-2023 - Telecommunication conduit work at Madison Cinemas and Café Allegra substantially completed

5-10-2023 - Utility meeting with KeyBank, Town Staff and A&S Electrical Services, Inc to discuss proposed electrical work on 724 Boston Post Road

5-15-2023 - Comcast commences utility work downtown

5-18-2023 - Electric meter design configurations submitted to Eversource by Mark Miner from A&S Electrical Services, Inc. on 5-1-2023 are approved

5-25-2023 - Field Meeting with Mark Miner from A&S Electrical Services, Inc. to discuss underground electric and telecommunication conduit at 684 Boston Post Road

5-30-2023 - Received Fence World quote for PVC fence work at KeyBank

6-06-2023 - Field meeting with Comcast at 684 Boston Post Road

6-20-2023 - Meeting with Chris Hill regarding KeyBank electric service cutover and temporary generator placement

Meeting with A&S Electrical Contractors and Eversource to discuss planned service changes

Field Walk with Comcast to verify service changes and infrastructure

6-22-2023 - Henny Penny Gas Station underground electric service cutover completed

6-26-2023 - 95% of telecommunication service cutovers (Comcast & Frontier) have been completed and wires removed from poles & buildings

Week of July 16th - Berkshire Hathaway/Blue Moon by the Sea electric service cutover planned

Week of July 23rd - KeyBank underground electric service cutover planned

Week of July 30th - Country Shop/Madison Cheese Shop underground electric service cutover planned

Week of August 6th - 690, 710 Boston Post Road & 121 Samson Rock Drive underground electric service cutover planned

Week of August 13th - Livation underground electric service cutover planned

September 2023 – South Side of Boston Post Road utility pole removal planned