

Subject to Approval

New Elementary School Building Committee

Thursday, August 31, 2023 at 5:30 PM

VIRTUAL MEETING - ZOOM

[SBC Meeting Packets](#)

Public Participation Information:

[Webinar Link](#)

Webinar ID: 893 5929 2196 / Passcode: 138932

Call-in: 1 646 558 8656

MINUTES

VIRTUAL MEETING INFORMATION

REGULAR MEETING

1. Call to Order / Attendance

MEMBERS PRESENT: Chairman Graham Curtis, Woodie Weiss, George Noewatne, Sharon Shoemaker, Tina Szwejkowski and Bob Blundon

MEMBERS ABSENT: Amanda Mitchell and Diana Colcord

OTHERS PRESENT: Adam Levitus, Owner's Representative Project Manager (OPM) from Colliers Project Leaders; William McMinn, Director of Facilities; Jeffrey Wyszynski and Justin Hopkins from Tecton Architect; Nick Conti from Gilbane, and Seth Klaskin, BOE Chairman

Chairman Curtis called the meeting to order at 5:35 p.m.

2. Public Comments

None.

3. Approval of minutes: August 21, 2023

Building Committee member Sharon Shoemaker made the motion to approve the August 21, 2023 minutes as submitted. Seconded by Building Committee member Woodie Weiss.

For discussion item #7 – Woodie Weiss suggested the following: “direct outdoor air unit” should be changed to dedicated outdoor air systems.

After discussions, **the motion was unanimously approved as amended.**

4. Architect' s/ Construction Manager / OPM Update

Justin Hopkins from Tecton states phase two of the construction documents were issued last week and are currently with the third-party structural review, the third-party code review and commissioning agent. The documents will go through another round of cost estimation as well as any final comments.

Building committee members – Bob Blundon, Sharon Shoemaker and George Noewatne attended Tecton’s office to go through the 3D virtual model. At the meeting there was a discussion regarding the exterior canopies and there might be some slight modifications. Sharon Shoemaker shared a few points on the canopies – she believes the front canopy that will be independent of the building should be taken out of the project and made something special –that is playful and fun associated with the school. She will reach out to local artists and keep the committee posted. Otherwise, the feedback from the committee members on the overall design and finishes from the virtual model was very positive.

Nick Conti from Gilbane states that with the drawings being issued their estimators are reviewing the drawings and specs and are actively working on estimates. They have also reached out to a couple of critical trades to get their feedback on how to best schedule and sequence the construction work which he briefly detailed.

Adam Levitus states the phase two packages comments will be received September 15th & 18th from the third-party reviewers and commissioning agent. Similarly, the SBC members should take time to do a detailed review of this phase 2 CD drawings and specifications and provide comments to Adam by September 15th. This is the last phase of design, and after this package is complete the design will be completed and put out to bid.

As a recap, he states there are 4 phases planned for this project. Phase one is for early procurement, Phase 2 package is the main building construction package, the third and the fourth package will be playground and IT. A recap of document submission of form SCG-042 was reviewed for SBC members.

5. Phase 1 Package - review and potential approval

Building committee member Woodie Weiss made the motion to approve the Phase 1 Early Procurement Package and authorize the project to proceed with state final plan review and subsequent bidding. The Phase 1 package is comprised of plans and project manual dated 7/21/23 and a professional cost estimate dated 8/29/23. Seconded by Building committee member Bob Blundon and unanimously approved.

Mr. Levitus reviewed the overall budget deficit. He states the deficit was approximately 5.9 million after value engineering and there was a gap between the project budget and construction budget and what the estimate was. The Board of Selectmen voted and shifted 3.5 million dollars into the project, but there was still 2.4 million that was left and that did not succeed at town vote to be supplemented into the project.

He further states the budget deficit and path to resolving the deficit via shifting owner's contingency and uncontracted consultant budget items was presented to the Board of Selectmen by him and Chair Curtis. He indicated that it is important to show the state that there's a sufficient amount of construction budget available to take on the construction cost estimate.

Sharon Shoemaker asked if we take away from the contingency, is there a regulatory amount of contingency we need to have? Mr. Levitus states there's no regulatory amount; the project started with 5.2million dollars and by shifting a little under 2.1 million there would still be over 3 million dollars left in contingency. It is expected that 3 million dollars is still a viable amount as it still covers the original portion of the Owner's contingency initially allocated for construction issues.

meeting to eliminate the classrooms as an alternate. He states geothermal redesign or removing classrooms would be hard to bid as an alternate and will still take time to design the alternate scope, he further states this is outside the scope of what an alternate is intended to be.

Chair Curtis reiterated that the four classrooms are in the Education specs and are required. Furthermore, if they wanted to take the four classrooms out, they would have to return to the Board of Education. Lastly a letter was submitted by the BOE expressing the need for the additional classrooms and how critical it is for education. After discussions, the following motion was made to show how the funds would be allocated:

Building Committee member Sharon Shoemaker made the motion to shift funds that have not been contracted within the project budget in the following amounts to resolve the remaining \$2.4 million deficit identified during the Design Development phase:

- a. \$200,000.00 from the Architect's budget to the Construction Budget
- b. \$150,000.00 from the Hazardous Materials Consultant budget to the Construction Budget
- c. \$2,050,000.00 from Owner's Contingency to the Construction Budget

Seconded by Building Committee member Woodie Weiss and unanimously approved.

Mr. Levitus states questions were raised at the Board of Selectmen meeting about waiting to do a major redesign, such as taking out classrooms or taking out geothermal. He states extending the duration of the project adds escalation costs and if a major redesign is done, it's at least 3 months before the documents are potentially ready to go out to bid and it delays the school year opening by another year. There was also discussion at the BOS

6. Discussion of Future Meeting Schedule

Adam Levitus reviewed the meeting schedule for September and October including updates to the BOE and BOS. The meeting on 09/5/23 is cancelled and the next meeting will be held on 09/18/23.

7. Public comments

Karen Rankin – 21 little Hollow Road – wanted more information on the traffic study plan and the outcomes. Mr. Levitus provided a brief overview of the studies that were done.

A copy of the extensive traffic study and follow up study plan will be sent over to Mrs. Rankin and added to the SBC packet.

Mrs. Rankin further asked about reallocation and redistricting budget. Mr. Levitus states the redistricting effort is still the same as part of the overall school district plan and master plan that was developed before the project started. It is also in conjunction with the Brown renovations and with the closure of other school buildings, etc and isn't tied to the new elementary school's budget. Furthermore, redistricting is at the purview of the Board of Education and not the School Building Committee.

Mrs. Rankin further asked about the enrollment of the school. Mr. Levitus indicated that the State grant process requires a target enrollment of the 8-year high value for a population model from a professional demographer be used. The enrollment value for this new school is 640 students. Mr. Levitus indicated that the building can hold more students per code, but for the purposes of initial planning, the 8-year high value is used.

REMARKS

Building Committee member Blundon indicated a desire for some in-person meetings. There was generally agreement among the group, and future meetings will be reviewed to determine when in-person meetings would be best.

ADJOURNMENT

Building Committee member Shoemaker made the motion to adjourn at 6:32 p.m.; seconded by Building Committee member Noewatne. The motion was unanimously approved.