

## SUBJECT TO APPROVAL

Academy Community Center Building Committee

Wednesday, August 10, 2022, 5:30 p.m.

Town Campus, Hammonasset Room

### **Special Meeting Minutes**

Chair, Joe Ballantine called the meeting to order at 5:30 p.m. In attendance: David Speerli Vice Chair, AJ Miller, Anne Kelley, Eileen Davis, Joan Walker and Joe Paradiso

Staff: Al Goldberg, Board of Selectmen Liaison; Bill McMinn, Facilities Director; Erin Mannix, Town Planner; Jaclyn Lehet, Executive Assistant.

Others: Bill Stableford, Graham Curtis, Rosalyn Cama

#### 1. Citizen comments.

Bill Stableford and Rosalyn Cama; former members of the Academy Community Center Design Committee, were present to offer background on the committees work and results.

Graham Curtis; current Chair of the New Elementary School Committee, has served on four building committees in town, and was present to offer any help the committee might need.

#### 2. Introductions:

##### a. Committee Members.

Chairman Ballantine asked each member to introduce themselves and provide a brief background.

##### b. Key Town Staff/Officials.

Al Goldberg, Board of Selectmen liaison and a non-voting member, Bill McMinn, Facilities Director, staff liaison; Erin Mannix, Town Planner, staff liaison; and Jaclyn Lehet, Executive Assistant to the First Selectwoman/temporary recording secretary.

#### 3. General Overview of the Project.

The Chair opened the meeting up to Bill Stableford, who presented a brief history of the building and work done by the Academy Community Center Design Committee. The Committee was charged with creating a Community Center design proposal and creating a cost estimate for the Community Center design proposal to include operational and maintenance budget data, capital budget expenses, and potential funding sources (e.g. grants). In November 2021, the Committee presented a proposal completed by QA+M Architecture to the Board of Selectmen.

[QA+M Architecture Presentation – November 8, 2021](#)

#### 4. Review/Clarify the role of Building Committee Members and Committee Charge.

Selectman Goldberg expressed appreciation to the members for volunteering for this Committee and explained the Committee was formed due to each member expertise, he hoped the members will be able to come to a consensus on all items. He explained the

Board of Selectmen expects the Committee to stay within the \$15.9 million budget, there is no way to acquire more funds, nor does the Board have that authority. Once the Committee sets a timeline, it is imperative they stick to it. The Committee has 22 milestones within the charge, some key decisions include recommending the hiring of the Owners Project Manager and the Architect to the Board of Selectmen. Selectmen Goldberg noted the public will give a lot of input and special interest groups will make requests to the Committee; they need to stay firm on the space/financial budget.

The Committee discussed the current budget and potential increases due to Covid/supply chain issues. E. Mannix spoke about the \$200,000 Brownfield Study grant the town received. Selectman Goldberg explained town staff can assist the Committee with researching additional grants. He spoke about the importance of supplemental vs. supplant.

5. Discuss role of Owners Representative and RFQ/RFP Process.

The Chair opened the meeting up to Graham Curtis to explain the process and the need for an Owners Project Manager (OPM). Mr. Curtis explained the construction industry has become more complex especially on the municipal side and the need for additional support is necessary. The OPM will assist the Committee with budgeting, grants, writing the RFQ/RFP for the Architect, etc.

The Owners Project Manager RFQ/RFP is due on Wednesday, August 17<sup>th</sup>. Mr. McMinn will compile the responses for the Committee to review, who will then need to choose which firms to interview.

The Committee will meet on Thursday, August 18 at noon via Zoom to review the responses and set up interviews. Tentative dates for interviews are August 29<sup>th</sup> and 30<sup>th</sup>.

6. Review of the current state of the Academy School Building.

The committee reviewed photos of the current state of the Academy Building. Walk throughs with the rest of the Committee members will be scheduled in the near future; due to the hazardous state of the building only a few members can go at a time.

7. Discuss and approve Meeting Schedule.

Tuesday, September 6, 2022, 5:30 p.m., Zoom

Monday, September 19, 2022, 5:30 p.m., Zoom

Monday, October 3, 2022, 5:30 p.m., Zoom

Monday, October 17, 2022, 5:30 p.m., Zoom

Monday, November 7, 2022, 5:30 p.m., Zoom

Monday, November 21, 2022, 5:30 p.m., Zoom

Monday, December 5, 2022, 5:30 p.m., Zoom

Monday, December 19, 2022, 5:30 p.m., Zoom

**MOTION** by Joan Walker and seconded by Joe Paradiso to approve the 2022 Meeting

Schedule as presented.

**VOTE:** this motion was approved unanimously.

8. Adjourn.

There being no objection, the Committee adjourned at 7:45 p.m.

Respectfully submitted,

Jaclyn Lehet