

TOWN OF EAST HAMPTON

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HIGH SCHOOL--ADDITION & RENOVATE-AS-NEW
HIGH SCHOOL BUILDING COMMITTEE MEETING

High School (Library)
15 North Maple Street, East Hampton, CT 06424

MINUTES

Wednesday, April 11, 2012, 6:00 p.m.

PRESENT AT MEETING

Committee Members: Michele Barber, Sharon Smith, Cynthia Abraham, Thomas Cooke, David Ninesling, Roy Gauthier, Stephen Karney, Michael Zimmerman, Tom Seydewitz.

Town Employees: Sue Weintraub, Town Council Chairperson; Judy Golden, Superintendent of Schools; Kevin Reich, Assistant Superintendent of Schools; John Fidler, Principal; Frank Grzyb, Facilities Manager; Sandra Wieleba, Town Clerk

AGENDA ITEM #1: Call to order – Town Clerk Sandy Wieleba

The meeting was called to order by Town Clerk, Sandra Wieleba, at 6:03 p.m. The Pledge of Allegiance to the American flag was recited.

Sue Weintraub, Town Council Chairperson, commented on goals of putting together this Building Committee and a brief history of the origins of this project (reference made to NEASC Report, see Agenda Item #5). Sue discussed the deadline of June 30, 2012 for applying for the grant.

AGENDA ITEM #2: Building Committee member introductions

The Building Committee members introduced themselves and shared their qualifications and reasons for serving on this Committee.

AGENDA ITEM #3: Election of Building Committee officers

Sandra Wieleba opened the floor for nominations and/or interest in the positions of Chairperson and Vice Chairperson. Nominations/interests were briefly discussed. Roy Gauthier motioned to elect Sharon Smith as Chairperson; Cynthia Abraham seconded the motion; all voted in favor. Michele Barber motioned to elect herself as Vice Chairperson; Tom Cooke seconded the motion; all voted in favor.

AGENDA ITEM #4: Set dates, times and place for regularly scheduled meetings

Discussion occurred regarding the best time of day for meetings and days of the week. The consensus was Thursdays at 5:30 p.m. Further discussion regarding this agenda item took place later in the meeting (see Agenda Item #4 revisited below).

AGENDA ITEM #5: Discuss NEASC Report

AGENDA ITEM #6: Discuss list of facility needs

AGENDA ITEM #8: Discuss grant process timeline for RFQs and RFPs for Design Services

AGENDA ITEM #9: Review and discuss RFQ for Architectural/Engineering Design Services

Overlapping discussions of Agenda Items #5, #6, #8, and #9 transpired. Areas of discussion spanned the following:

- Judy Golden discussed why the project is needed (space limitations, hazmat issues that limit repairs without costly hazmat abatement; problems with Science labs; insufficient locker sizing; lack of room for a full class-sized computer lab, etc.); Judy invited Building Committee Members to e-mail her or John Fidler with any questions.
- According to Judy Golden, the five-year update of how East Hampton has moved forward on the addition/renovation project was recently submitted to the State for review; the State will send a response to this update.
- Judy Golden discussed various mile markers that must be achieved to meet mandatory legal timeframes for bringing this project to a referendum by the Fall 2012 election (RFQ process, interviews, RFP process, selection of architect, preparation of Education Specs, etc. leading up to the submission to Town Council for their approval by the end of August 2012).
- Discussion ensued as to who writes the Education Specs—the Board of Education or the architect?
- Sharon Smith addressed the feasibility of meeting the timetable.
- Judy Golden gave further clarification of the timetable: a Town referendum is now *first* required prior to the grant application; the goal is to submit the grant application by June 30, 2013; following grant approval, the legislature could then release the funding by June 30, 2014.
- Roy Gauthier questioned spending \$75,000 in the first six months; Sue Weintraub relayed that the initial architectural and recording secretary fees are estimated to run approximately \$50,000-\$75,000 and that \$75,000 has been currently earmarked for this; on the next meeting agenda, Sue directed that the Building Committee should put on their next meeting agenda ‘a vote to submit to the Board of Finance the Committee’s request to release these funds to start on the Education Specs and to pay for the Recording Secretary.’
- The Committee proceeded with further conversation regarding the Education Specs and the need for a price tag based on the needs of the school projected out 10 years (programmatic, space, etc.); review of the schools’ needs/wants is necessary; the Committee reiterated that a lot of work is required before June 30, 2012.
- Cynthia Abraham suggests that further discussion needs to take place in translation to quantity of square footage anticipated and that costs are commonly estimated at a certain price per square foot.
- Sharon Smith inquired as to whether there is a current list/summary of school’s needs. Sue Weintraub and Judy Golden indicated that they will provide last architectural report, schematic, summaries, etc. for the Building Committee.
- Further inquiries were made in reference to the cost of the architectural fees; Frank Grzyb indicated that costs will be unknown until the RFP process is completed and architectural proposals are received.
- Sharon Smith further queried if the Town Council and Board of Education understand how aggressive the timeline is that they are requesting of the Building Committee; Sharon also expressed concern over the feasibility of meeting this timeline; Sue Weintraub indicated that they are looking to the Building Committee to advise them of the feasibility of this timeline; Sharon asked if the Building Committee could be provided with a summary of this timeline; Judy Golden will provide to the Committee.
- The Building Committee inquired of Frank Grzyb as to the turnaround timeframe for the RFQ; Frank indicated it would be approximately 10 days.

AGENDA ITEM #4: further dialog of previously discussed Agenda Item #4

More definitive discussion took place regarding the mostly Thursday meeting times/dates. The upcoming Building Committee meeting dates are as follows:

- April 26, 2012 at 5:30 p.m. (Thursday)
- May 3, 2012 at 5:30 p.m. (Thursday)
- May 10, 2012 at 5:30 p.m. (Thursday)
- May 16, 2012 at 5:30 p.m. (Wednesday)
- May 24, 2012 at 5:30 p.m. (Thursday)
- May 31, 2012 at 5:30 p.m. (Thursday)

Sharon Smith motioned to vote on acceptance of the meeting dates/times; all voted in favor.

Additional discussion ensued regarding how Alternate Building Committee positions work—Alternates will fully participate in all meetings, however, will vote only when there is a vacancy of any one of the main 7 members during any of the meetings.

AGENDA ITEM #9: further dialog of previously discussed Agenda Item #9

Discussion transpired regarding the \$40,000,000 threshold referred to in the RFQ; this amount is the estimate based upon the preliminary design; Sue Weintraub and Judy Golden will provide this preliminary design to the Building Committee.

Inquiry was made as to whether hazardous materials are part of the responsibilities of the design architect/engineer; Frank Grzyb indicated that hazmat must be bid separately; hazmat language will need to be incorporated into the RFP. Kevin Reich added that Fuss & O'Neill is currently under contract with the Board of Education for school hazmat issues.

Sue Weintraub made a suggestion to change wording in the RFQ as to the referendum: replace "leading to..." with "as early as..."; Frank Grzyb will incorporate this into the RFQ.

The Building Committee and Frank Grzyb discussed the timing of the RFQ; Frank will be ready to post the RFQ on Thursday, April 12, 2012, with a due date of Monday, April 23, 2012; Frank's office will coordinate the packages for pickup by the Committee Members at the Town Hall Annex for Monday afternoon or at the main Town Hall on Tuesday; this will provide the Committee Members a couple of days to review them before their Thursday, April 26, 2012, meeting.

Sue Weintraub made a suggestion regarding "Renovate-As-New" wording in the RFQ; Frank Grzyb will make the appropriate adjustments to the RFQ.

Sharon Smith made a motion to have Frank Grzyb post the RFQ on Thursday, April 12, 2012; all voted in favor.

Sharon Smith again restated the need for a physical list of facility needs; Judy Golden will provide.

AGENDA ITEM #10: Public Remarks

Town resident, Scott Minnick, commented on the Committee Members' service on this Building Committee; he also suggested that there be clean energy involvement in the design of the project.

OTHER BUSINESS

Sue Weintraub questioned the Committee Members as to how they desire their e-mails to be handled, addressed, and posted on the Town website; Committee Members will need to e-mail Cathy Sirois with any changes to their e-mail addresses accordingly.

Cynthia Abraham inquired of Sue Weintraub as to whether the Town Council could "clearly define the place in the district's hierarchy" that the Building Committee will fall under within the Town's departments, councils, and boards for "decision making" as requested by the grant; Sue will pursue providing this for the next meeting.

AGENDA ITEM #11: Adjournment

Roy Gauthier made a motion to adjourn the meeting at 7:30 p.m. in conjunction with commencement of the tour of the High School facilities; Michele Barber seconded; all voted in favor; tour commenced.

Respectfully submitted,

*Linda L. Tirone
Recording Secretary*

*cc: Sue Weintraub
John Weichsel
Judy Golden
Kevin Reich
John Fidler
Frank Grzyb
Sandra Wieleba (for posting)
Cathy Sirois (for posting)*