

Chatfield School Building
Committee Meeting
Thursday, February 28, 2008
Chatfield School
7:00 p.m.

Present: Donald Smith, Peter Kubik, Ray Catlin, Frank Conroy, Sandra Gesek, Phyllis Jachimowski, Yashu Putorti, Paul Roy, Thisha Danka, Kurt Miller, Gene Coppola, Jay Hatfield (7:06 p.m.), Bruce Baker (7:40 p.m.)

Absent: Judy Legeza, Mark Thompson, Fred Stanek

Board of Education Representatives: Rick Belden, Wayne Netzel (Entered the meeting session at 7:38 p.m.)

Mr. Smith called the meeting to order at 7:03 p.m. and led those present in the pledge to the flag.

Mr. Smith called for any public comment and none was forthcoming during this meeting session.

Mr. Smith called for a motion for acceptance of the minutes of the January 29, 2008 meeting.

MOTION: (Mr. Catlin, sec., Mr. Hatfield) to accept the minutes of the January 29, 2008 meeting as presented.

So moved.

Affirmative: Mr. Catlin, Mr. Hatfield, Ms. Gesek, Mrs. Jachimowski, Mr. Putorti, Mr. Roy, Mrs. Danka, Mr. Coppola, Mr. Smith, Mr. Kubik

Opposed: None.

Abstentions: Mr. Conroy, Mr. Miller

Discussion With Town Counsel

Mr. Smith related that he had met with Town Counsel George Temple to review specific changes dealing with the Schools Facilities Unit's new requirements on building projects as well as the necessity of following the Town's bidding procedures during the entire phase of the building project. Mr. Temple

would be arriving shortly during this meeting session and address the Committee membership on these matters.

Update on Demographic Consultant

Mr. Smith related that he had discussed with Rick Belden the possibility of contacting certain individuals or firms that would be able to conduct a demographic study for the community in regard to this building project. Mr. Belden informed him that he had procured two to three names regarding this study.

Mr. Smith inquired as to what kind of study did the Committee wish to conduct; that is, only a K-5 population study, K- 12, or just limit the study to the Chatfield School population.

During discussion on this matter, it was mentioned that the Board of Education and Board of Selectmen are currently looking at purchasing property off of Maple Street as a possible building site for a replacement of the Anna L. LoPresti School. A Town-wide K-5 demographic study would be more beneficial to the community at this time.

Mr. Smith called for a motion on this matter.

MOTION: (Mr. Catlin, sec., Mr. Miller) to hire a demographic consultant for the purpose of conducting a Town-wide demographic study of the community's K – 5 school population.

So moved.

Affirmative: Mr. Catlin, Mr. Miller, Mr. Smith, Mr. Kubik, Mr. Coppola, Ms. Gesek, Mrs. Jachimowski, Mr. Roy, Mr. Conroy, Mr. Putorti, Mr. Hatfield, Mrs. Danka

Opposed: None.

Review of Board of Education's Environmental Reports

Mr. Belden and Seymour schools' Facilities Manager Wayne Netzel will report on this issue later on in the meeting session.

Review/Approve Study Requirements for A/E Consultant

Town Counsel George Temple entered the meeting session at 7:29 p.m. and addressed the Committee membership. He answered several questions posed related to timelines involved in getting the project proposal to the Board of Selectmen for approval by this body in order to include the referendum issue on the ballot for the November, 2008 election.

Mr. Smith expressed his concerns with all the preliminary work that had to be done on a building project, as all may not be ready for inclusion of this project on the November ballot.

Discussion ensued as to the necessity of having the referendum question decided in a major presidential election. It was pointed out that all the successful building projects that have been done at the Bungay School, the new Middle School, and the Seymour High School were all decided at separate elections where these building projects were the only issue voted upon.

Mr. Smith stated that if the Committee wished to have this issue on the November ballot, advertisement for consultants could go out as early as March 2, 2008. A follow-up special meeting on March 27, 2008 would review any applications and set up interviewing sessions for the Committee membership at the regularly scheduled meeting of April 8, 2008.

Mr. Miller questioned the necessity of waiting two months for the transfer of funding to the Committee in the Town's next fiscal year. If there were any delay in getting this money transferred in the future, it could affect getting the necessary preliminary work done on time. Action should be taken now. He suggested that Mrs. Danka discuss this matter with her peers on the Board of Finance and with Mr. Koskelowski and determine if there were any possibility of getting this funding during the current fiscal year.

It was suggested that the word get out to the parent community as to the Committee's plans and gain a core group for support as soon as possible.

Ms. Gesek interjected that she felt that all members of the community should be informed of the building plans. It was pointed out that many newspaper articles will inform the Community's populace as to the work of the Committee and that all citizens have every right to be at the town meeting deciding this issue.

Mr. Roy interjected that the Board of Selectmen is currently looking into adopting a 911 emergency phone system similar to the one used by the Board of Education for school cancellations and emergencies. If this becomes a reality, it could be used as a way of communicating issues of this matter to all the voting public.

Mr. Belden reminded Committee members that all readiness activities will have to be accomplished in a timely manner in order to submit the application materials to the Schools Facilities Unit by June 30, 2009. Any delay in this process will deter the start of the building project. Mr. Belden also reminded the Committee membership that new rules and regulations apply to this building project that were not in place during the construction projects taking place in the community over the last ten-year period. An example of these changes is the amount of change orders that the Schools Facilities Unit will accept on any new building project. They will only accept 5% of the project's total costs. He reminded the Committee membership to keep these things in mind when hiring an architect for the project.

Mrs. Danka stated that because of all the information forthcoming at this meeting session, it might be wise to approach the Board of Selectmen and the Board of Finance again and inquire as to the feasibility of getting the rest of the Committee's funding in the current fiscal year budget.

Mr. Baker related that he had recently attended a Q.B.S. sponsored workshop with Rick Belden and other school districts' business managers to gather information on how to successfully advertise and hire architectural firms for school building projects. Q.B.S. stands for Qualifications Based Selection.

At this session, he heard a Mr. Bruce King speak. He is a facilitator for this organization and is available to go out and speak and advise committees who are currently involved with school building projects. He is willing to meet with the Committee membership and assist them in going through the process.

The Committee membership felt it would be beneficial to get an individual of this type involved.

Mr. Belden again expressed the importance of setting down qualifications in a proper manner in order to follow the state bidding process which requires strict rationale for any Committee to deny a bid to the lowest bidder. This document will have to be ready to be sent out the day after any referendum is approved. Mr. King's expertise would be of great assistance in reassuring the Committee membership that all is in place.

Mr. Temple advised the Committee membership that it should be aware of any litigation that could be possibly involved with potential bidders. It would not be wise to hire someone who is being litigated for any slipshod work that had been done on previous building programs. He also advised gaining some insight and background on any firms bidding for the work. Let them list school building projects recently completed and obtain information as to how successful these projects were.

Mr. Smith reviewed the bidding form that will advertise for architectural and engineering services and made notations according to recommendations made at this meeting session. He asked for acceptance of the form.

MOTION: (Mr. Miller, sec., Mrs. Danka) to advertise for architectural and engineering services according to specifications outlined and amended at this meeting session.

So moved.

Affirmative: Mr. Miller, Mrs. Danka, Mr. Smith, Mr. Kubik, Mr. Catlin, Mr. Coppola, Mr. Conroy, Ms. Gesek, Mrs. Jachmowski, Mr. Roy, Mr. Putorti, Mr. Hatfield, Mr. Baker

Opposed: None.

Mr. Smith asked Mr. Belden as to the individuals contacted in regard to conducting a demographic survey.

Mr. Belden responded that he had contacted three different firms and prices ranged between \$2600 to \$5,000+ depending on the type of demographic study undertaken. He will have more information on this matter at the next meeting session.

Mr. Smith inquired of Mr. Belden whether or not there were any concerns the Committee should have with environmental issues at the Chatfield School.

Mr. Belden responded that the Asbestos Management Plan of the school is on file at the school as well as in the Central Office. As mandated by State requirements, it will be updated during the summer months.

Mr. Coppola added that asbestos contained materials should not be an issue as most of it was removed in an asbestos abatement project. To his knowledge, the only asbestos contained material in the school is in the glue holding the ceiling tiles in the classrooms and hallways, the boiler insulation, and a part of the material that comprises the window sills.

Update of BOF and BOS Funding Request

Mr. Smith informed the Committee membership that he had appeared before the Board of Finance and Board of Selectmen to procure funding from this year's fiscal budget for the Committee's use. An amount of \$25,000 was approved for the Committee's use from the 2007-2008 fiscal year budget.

It was decided that in lieu of the timelines and changes made in school construction projects that another appeal should be made to the Boards of Finance and Selectmen to transfer further funding from the current budget.

MOTION: (Mr. Miller, sec., Mr. Hatfield) to go back to the Boards of Finance and Selectmen and request an additional \$30,000 for the Chatfield School Building Committee.

So moved.

Affirmative: Mr. Miller, Mr. Hatfield, Mr. Baker, Mr. Coppola, Mr. Catlin, Mr. Smith, Mr. Kubik, Mr. Conroy, Ms. Gesek, Mrs. Jachimowski, Mr. Roy, Mr. Putorti, Mrs. Danka

Opposed: None.

Other Business

Mr. Miller inquired as to whether or not anyone from the Town's Emergency Services had approached the Committee in regard to including a generator in the building project in order to make the Chatfield School an emergency setting during any catastrophic happening.

Mr. Smith responded that a correspondence had been sent to the Committee on February 5, 2008 making this appeal. Copies were available for the Committee membership.

Mr. Putorti suggested that a timetable be put together for the Committee membership's information. Mr. Smith responded that he would try to have one ready for the next meeting session.

Mr. Smith reminded Committee members that a special meeting has been scheduled for March 27, 2008 at the Chatfield School at 7:00 p.m. and that the next regularly scheduled meeting will be on March 11, 2008 at the Chatfield School at 7:00 p.m.

Hearing nothing further:

MOTION: (Mr. Baker, sec., Mr. Catlin) to adjourn the meeting.

So moved.

Affirmative: Mr. Baker, Mr. Catlin, Mr. Coppola, Mr. Smith, Mr. Kubik, Mr. Conroy, Ms. Gesek, Mrs. Jachimowski, Mr. Roy, Mr. Putorti, Mrs. Danka, Mr. Hatfield, Mr. Miller

Opposed: None.

The meeting was adjourned at 8:58 p.m.

Submitted by:

Eugene Coppola