

Elementary School Building Advisory Group
Special Meeting Minutes
Location: East Haddam Town Hall Annex
August 26, 2013
7:00 p.m.

Attendees:

Robert Weronik -- Committee Member (BW)
John Crovo- Committee Member (JC)
Jason Guernon – Committee Member (JG)
Melissa Munster – Committee Member (MM)
Nicholas Bonadies – Alternate Committee Member (NB)
Jim Ventres – Land Use Administrator (JV)
Cindy Varricchio – Finance Director (CV)
Tracey Gionta – Board of Education Representative (TG)
Craig Mansfield- Director of Facilities (CM)
Raymond Wiley – O&G Industries (RW)

Absent:

Brian Ouellette – Committee Member (BO)

- **BOLDED NAMES ARE VOTING MEMBERS**

I. Call to Order

Meeting was called to order at 7:02 p.m.

II. Introduction of Members

Attendance as shown above. All attendees made their introductions.

III. Explanation of Process

The meeting package forwarded to all members included the following items:

- a. Meeting agenda
- b. Kaestle Boos Facilities Report
- c. East Haddam Elementary School Building Advisory Group Charge.

CM discussed the purpose and the desired results from the group, which is outlined within item c. The intent of this group is to produce and sell a recommendation for the East Haddam Elementary School for referendum in the late December 2013- January 2014 time frame.

RW discussed the design process and that this group needs to focus on the overall

program. RW noted that the state grant submission process starts on June 30 of every year. In this case, the submission needs to be done by June 30, 2014. The state will approve this grant in July 2015 enabling us to receive funds from the state. The town may elect to start designing the project earlier. The design process will take 6-10 months, which begins with the programming/schematic stage. The project will then proceed to the design development stage to firm up the actual floor and site plans. Next, the project proceeds to the construction document stage, in which the details of the project are finalized (*i.e.*, type of walls, floors etc.) The project will then be bid on, and construction will take 18 to 24 months to complete, depending on phasing and amount of work that can be completed at each phase (*i.e.*, the larger the portion of the building to be worked on at one time, the shorter the duration and the smaller the cost).

RW also discussed the requirement from the state to have the governing authority within the town to establish a building committee, approve proceeding with the project design, authorization to file for a grant and final authorization for funding/Bonding for the project. Governing authority here would be a town meeting.

IV. New Business

- A. A motion was made by Mr. Crovo to nominate Robert Weronik as the group's chairperson. Mr. Guernon seconds the motion. Discussions included Mr. Weronik making it known that his position with his employer has him traveling a larger percentage of the time but is always available via phone or electronically. All voted to make Mr. Weronik the Chair person.
- B. Mr. Weronik made a motion to nominate Melissa Munster the Secretary. Mr. Crovo seconds the motion. All voted to make Mrs. Munster the secretary.

V. Audience of Citizens

None present.

VI. General Discussion

- A. CM noted that a grassroots effort has been started by the Middle School Building Advisory Group. This committee's efforts need to focus on PTO, daycares in town, BOS, BOF, BOE, etc.
- B. Members reviewed the Kaestle Boos Architects Report and the site plan for the bus turnaround. RW presented three options for the building.
 - (1.) Perform only the recommendations outlined in the Kaestle Boos Report for a project cost of \$13,233,666 with a potential state grant of \$1,648,049. This would cost the town \$12,247,300. Under current state laws, the project would only be partially eligible for reimbursement at a rate of 37.5%.

(2.) Perform a renovation as new (good for 50 years). The state grant would have less ineligible items at a rate of 47.5% for a total project cost of \$18,066,388. The state portion would be \$8,581,534, and the cost to the town would be \$10,388,173. At the end, the school would be totally renovated.

(3.) Demo and build a new school would cost \$45,000,000 with a state reimbursement of 37.5%, or a cost to the town of \$28,500,000.

- C. The group agreed to meet every second and fourth Wednesday at the Grange Hall at 7:00. The next few meetings would include 9/11, 9/25, 10/9. All members agreed.
- D. JC requested the group have a walkthrough of the facility. September 7, 2013 at 9:00 was set. All will meet at the school on this date
- E. Homework items for the next meeting:
 - a. Develop additional questions for the team to respond to
 - b. Identify the stakeholders for this project
 - c. Be prepared to formalize which option is the best for the town
 - d. Be prepared to make further design recommendations.

VII. Adjournment

JC, JG; motion to adjourn at 7:47 p.m. All present in favor.

Respectfully Submitted,

Melissa Munster
Secretary