

SUBJECT TO APPROVAL

MEETING DATE: THURSDAY MARCH 17, 2016
7:30 A.M.

MEETING PLACE: ROOM B - TOWN CAMPUS

Ad-Hoc Academy Elementary School Architectural Services Contract Negotiation Committee Meeting Minutes

Mr. Williams called the meeting to order at 7:34 am.

In Attendance:

Members: Eric Dilner, Stephen Dowler, Al Goldberg, Bill Freeman, Matt Williams and Bruce Wilson

Representative from Centerbrook Architects & Planners: Ted Tolis,

Town Liaison: Mike Ott

Public: Joan Walker

No Public Comment

Mr. Ott and Mr. Dilner met outside of the committee to review the land use approval process. The timing of meeting with ACCA, P&Z and the Historic District Commission was discussed. It was determined that the Historic District Commission should be invited into the process prior to going to P&Z to ensure the most efficient time line.

There will be approximately three months of meetings before P&Z Commission with an estimated start date of October 22, 2016. ACCA and P&Z can and should run concurrent. The entire land use process will take three to four months – conservatively – therefore the building committee should be aggressive in engaging people.

The discussion then turned to the Referendum process. The Town Clerk along with Town Counsel is in the process of clarifying timelines and syncing them with State regulations for an overall window. At this point it could be as long as four months.

A discussion on timing of a separate referendum or one that goes with the Town Budget vote was discussed. It was determined that SAA needs to work closely with the BoS to ensure that the timelines are appropriate and reasonable.

Mr. Wilson then questioned how the CIP will fit into the process and will there be proper timing and details for this project to be included in the 2017-2018 budget process. Is schematic design enough to go to referendum? Both Mr. Tolis and Mr. Williams felt they would be comfortable with the numbers as long as there is a healthy contingency built in. Mr. Wilson requested that

the current timeline be put into a gant chart for future presentations. Mr. Goldberg noted that the BoS is usually very amenable to when a referendum is held and that SAA should review with its board to determine the best timing.

The discussion then turned to the contract from Centerbrook. Mr. Tolis noted that it was a typical contract. Mr. Dowler noted that the current schedule could be narrowed down and it should be noted that there may be a stop after the Schematic Design, depending on how Town votes turn out.

The focus then went to sections 4.1, 11.1 and 11.2. It was noted by Mr. Williams and Mr. Dowler that these sections seemed out of sync. It was requested that these sections be modified to reflect the true nature of this project. Mr. Williams also noted that SAA should review Article 5 in its entirety.

Mr. Williams requested that all members of the committee review the contract in detail. It was determined that any questions or issues be sent to Mr. Williams and Mr. Ott for review prior to them being forwarded to Centerbrook. These questions are due by March 24, 2016.

Mr. Tolis gave his professional opinion of the estimated total budget for the project between ten and thirteen million at this point in the process.

The next meeting will be March 31, 2016 in Room B at 7:30 am.

There was a motion by Mr. Dowler to table the vote on the minutes to the 3/3/16 meeting. It was seconded by Mr. Golberg and passed unanimously.

There was a motion to adjourn by Mr. Freeman. It seconded by Mr. Dowler and passed unanimously.

Meeting adjourned at 9:04 am.