

SUBJECT TO APPROVAL

MEETING DATE: MONDAY, MAY 23, 2022 AT 5:30P.M.

MEETING PLACE: ZOOM

NEW ELEMENTARY SCHOOL BUILDING COMMITTEE MEETING MINUTES

MEMBERS PRESENT: Bob Blundon, Amanda Mitchell, Sharon Shoemaker, Woodie Weiss, George Noewatne, Tina Szwejkowski

MEMBERS ABSENT: Diana Colcord, Chairman Graham Curtis

OTHERS PRESENT: Bill McMinn, Director of Facilities; Adam Levitus, Owner's Representative Project Manager (OPM) from Colliers Project Leader; Galen Cawley and Seth Klaskin- BOE liaison, Katie Stein – BOF liaison.

Deputy George Noewatne called the meeting to order at 5:32pm.

Deputy Noewatne appointed Alternate member Tina Szwejkowski to be seated as a regular member for tonight's meeting.

1. Public Comments

None

2. Approval of Minutes: May 16, 2022 & May 18, 2022

May 16, 2022 –

Building Committee member Woodie Weiss made the motion to approve the May 16, 2022 minutes as submitted. Seconded by Building Committee member Sharon Shoemaker and unanimously approved.

May 18, 2022 –

Building Committee member Bob Blundon made the motion to approve the May 18, 2022 minutes as submitted. Seconded by Building Committee member Woodie Weiss. After discussion, the motion was rescinded to include Chair Curtis inputs.

3. Review RFP

Mr. Levitus reviewed the New ES calendar (2022) showing updates and potential meetings for the remainder of the month. Key meeting dates:

5/23/22 – review and approve RFP

5/24/22 – BOE Mtg – Approve revised ED Specs

5/25/22 – target Arch RFP issuance

5/27/22 – CPL/ Short list Architect RFP Introduction Call

Mr. Levitus reviewed the draft RFP -proposals for the RFPs are due by June 9, 2022. He states the new building educational specifications will include update in terms of classrooms, square footage and the desire to have a more sustainable focus on the building project budget. Mr. Levitus states the project delivery method is still listed as the general

contractor - the point is to ensure that the architect is prepared to develop front end specifications if a CM is not selected. He further states there were some key changes to energy in the RFP. Building Committee member Sharon Shoemaker reviewed design inputs which she expressed were critical to the RFP, as it's good to clarify some of the design intent. She talked about the context of the town- what you see, feel, think or experience and how will the new school reflect that.

Building committee member Woodie Weiss asked if the committee goes from GC To CM does that mean a reduction in cost from the architects. Mr. Levitus states there is some potential and the larger value is in preventing the change.

After review, Mr. Levitus states the appendices were issued to the short-listed firms which includes technical documents, traffic study, and phase one environmental etc. He further states the only appendices that have not yet been issued to the architect firms are the fee proposal and AIA contracts – 3 contracts (which was further reviewed).

Building Committee member Sharon Shoemaker asked who signs the contracts. Mr. McMinn states all documents goes through the office of the First Selectman.

Building Committee member Woodie Weiss made the motion to approve the RFP to be published. Seconded by Building Committee member Sharon Shoemaker and unanimously approved.

4. **Public Comments**

None

5. **Remarks**

Mr. McMinn asked about the interview date for the short-listed firms and if a day was selected. After discussions, the building committee decided on two dates: June 13, 2022 & June 15, 2022 (in-person) with two firms interviewing on each day (alphabetical order). The interviews will incorporate a 45min presentation with 15 minutes Q&A – 1hr in total. Lastly, Deputy Noewatne, thanked the committee members for their inputs and Colliers for their work on the RFP.

6. **Adjournment**

Building Committee member Sharon Shoemaker made the motion to adjourn at 6:31pm; seconded by Building Committee member Bob Blundon and unanimously approved.

Respectfully submitted,
Racquel Stubbs