

TOWN OF NEWINGTON

2020 MAY 12 PM 4: 23

ANNA REYNOLDS SCHOOL PROJECT BUILDING COMMITTEE

SPECIAL MEETING MINUTES

  
Town Clerk

May 11, 2020, Zoom Event

- I. Call to Order – Committee Chairperson Stephen Woods called the meeting to order at 5:05 PM.
- II. Roll Call – Members present: Stephen Woods, Chairperson; Michael Camillo, Chris Miner, Steven Silvia, Carol Duggan, Jeremy Whetzel (joined the meeting at 5:07 PM), and Cindy Stamm (joined the meeting at 5:14 PM). Others present: members of the public; Chuck Warrington and John Koplak, Colliers International; Maureen Brummett, Ph.D., Superintendent of Schools; Lou Jachimowicz, Chief Finance and Operating Officer; Jason Smith, Principal; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Introduction of Colliers – The Chair noted that Colliers had been retained by the Board of Education. They have been fine tuning the Education Specifications. He turned the meeting over to Mr. Warrington. Mr. Warrington is the Director of Project Management and Mr. Koplak is a Senior Project Manager. Mr. Warrington thanked the Board of Education for bringing Colliers on board. His area of specialty is the Office of School Construction Grants Review (OSCGR).
- V. Summary of the Project to Date – Mr. Warrington presented the Owner’s Project Manager Report that had been distributed to the Committee in advance of the meeting. It included Colliers activities since April 8<sup>th</sup>. They have been holding weekly meetings with staff that have been very fruitful. They have been analyzing the existing building. The building has been well maintained. There are mechanical issues, the roof leaks, and the building is tired. They also looked at the Jeter, Cook and Jepson plans from the 1999 project. They asked if the building was “right sized”. They felt the building is right there and didn’t see any exceptions to the square footage. Some things need to be shifted around to fit operations in the building. This requires a reconfiguration of the entire administration area, the nurses’ suite and the media center. The key is to keep space flexible and multi-purposed. There are new elevator and Americans with Disabilities Act requirements to meet. There are also parking lot and site improvements. They are working on a first draft of the Education Specifications. They need to have whatever is in the project to be budgeted. Mr. Warrington presented upcoming activities, which include a Phase I Environmental Site Assessment by the school district and a preliminary Hazardous Materials Assessment by the Industrial Hygienist, EnviroMed. Mr. Silvia asked a question about items or directives from the Center for Disease Control for social distancing or COVID-19 restrictions for construction. Mr. Warrington replied that required a two-pronged response. First are the

steps that Downes Construction has taken and are practicing on the Town Hall project. Colliers also has representation on this project and is familiar with the steps they have taken. Second, he is not aware of any requirements for schools or school design.

- VI. Consider and Take Action on an Owner's Project Representative Recommendation to the Town Council –Mr. Baron stated that, while it was not required, it was his recommendation that the Committee recommend to the Town Council that they appoint Collier's as the Owner's Representative, similar to what would occur with a project architect, construction manager or contractor. Mr. Woods requested that a motion be presented to the Committee at their next meeting. No formal action was taken.
- VII. Use of a Construction Manager and Timing – Mr. Woods asked when a Construction Manager would come on board. Mr. Warrington responded that the dominant delivery method is a Construction Manager at Risk. He would recommend a Construction manager be retained also. A Construction Manager is optional during the pre-referendum period. The budget will have a cost per square foot plus site costs. In the post-referendum period the first selection is an architect (in the first two to two-and-a-half months), and then a construction manager after that. Mr. Silvia if the bid will be finalized. Mr. Warrington responded that no, the Committee will have a budget prior to the referendum, but not a bid. They will add value. Mr. Silvia followed up, stating that there was some emotional baggage with construction efforts in town, that he would be concerned if the Committee were to go with a budget number but no drawings (no construction documents prepared). He is trying to avoid the Town Hall experience. Mr. Warrington responded that they couldn't get a bid out by November, but they can test a budget through a Construction Manager. Mr. Woods stated that the Committee would need to hire an Architect and a Construction Manager. It would cost in excess of \$1 million for an architect. The Town won't front the Committee that kind of money. Mr. Warrington stated that the Committee will have a control budget. It is a process. The Committee will want to hire a good team. Dr. Brummett observed that there was some trepidation about avoiding unanticipated costs. The Committee has to have a good number going into the referendum. Mr. Woods also observed that this was a renovation project. The Committee was not tearing down the old building. All the exterior walls will remain the same. Mr. Warrington offered, at a future meeting, to review the post-referendum process, and how Colliers manages that. Mr. Woods responded that the Committee has to hit a number of steps before then. Mr. Miner stated that the key to the project is that the budget needs to be set to the project and not that the project needs to be set to the budget. When you do the latter you back yourself into a corner with a budget that has not been vetted. He would prefer to see development of a program to a higher percentage than a conceptual budget. He would like to get well into schematic design. The electorate has to be comfortable with the budget. Mr. Woods stated that the Committee would put together a budget that would meet the Education Specifications. He can't say that it will be a price that the Town Council is comfortable with. The Committee will have documentation to back up the budget number. He doesn't see the Town Council putting up a couple of million dollars for an Architect and a Construction Manager. Mr. Silvia stated that he has some sensitivity to what Mr. Miner is sharing. If the Committee asks the community to accept a conceptual budget, it can't expand the project significantly after that. Mr. Woods repeated that he did not feel the Town Council would allow the Committee to move forward with conceptual drawings. Mr. Whetzel stated that

there were not as many players involved as there were with the Town Hall. This project is not on the Town Hall campus. The Committee will need to have sufficient contingency/padding.

Dr. Brummett asked if the Committee's process was typical (to hold a referendum first and then hire an architect). Mr. Warrington replied that yes, for the most part, it is. He brought up the floor plan of the school on the screen. The space is standard based on the eight-year enrollment. The building is right sized for the enrollment it has. There are a lot of resources for costs of what it takes to renovate buildings of this era. You do need to design to the program to come to a total project budget. Mr. Silvia stated that designing to program was very reassuring to him. He needs to see a program. Mr. Warrington assured him that the Education Specifications that they will be presenting will have a high level of detail. Mr. Miner asked, even though it is early on, if there were any tentative numbers of what this could be. Mr. Warrington replied that he would have to put a huge caveat on the number, that it would be in the \$30 to \$40 million range. Mr. Silvia asked if it would be \$500 per square foot. Mr. Warrington replied that they see that quite often around the state. Mr. Miner asked about the reimbursement range. Dr. Brummett felt it was 56% or 58%. Mr. Jachimowicz stated that yes, that was the range, minus any ineligibles. Mr. Miner sought verification that the referendum question would include the total cost of the project, not the cost to the Town. Mr. Jachimowicz replied yes, in the event that the State withdrew their support of the project. Dr. Brummett added that the Committee would need to be clear during the communication phase, to tell the Town residents what they are expected to pay, what the cost is to the taxpayer. Mr. Warrington added that achieving renovation status is not automatic. Ms. Stamm stated that she is comfortable with what Colliers is doing and the way things are going.

- VIII. Review and Refine Project Timelines – Mr. Warrington presented the milestone schedule from Colliers' original interview. The Committee was at item 17 now. Key dates included the Board of Education meeting of May 27<sup>th</sup>, when there would be an initial reading of the Education Specifications and the Project Budget; June 8<sup>th</sup> or June 9<sup>th</sup>, when there would be a second reading; the Town Council meeting of June 9<sup>th</sup>, when a cash flow analysis and schedule would be presented; and June 23<sup>rd</sup>, when they would be seeking final approval of the budget, and for the Town Clerk to submit certified minutes of that meeting. Mr. Sylvia asked if there were comments, suggestion or feedback, if there would be sufficient time in the schedule to consider these. Mr. Warrington replied that Colliers would make it a priority to do so. He did not know how heavy such comments would be. The Board of Education owned the Education Specifications.
- IX. Discuss Visit to Office of School Construction Grants Review - Mr. Warrington stated that he would have to speak with OSCGR in another month. He needs their input on the Education Specifications. He felt that they would be happy that there is no addition. He will also talk with them about the renovation status requirements.
- X. Discuss Phase 2/Referendum Advertising – this topic was covered under discussion of other Agenda items. No action was taken.

- XI. Discuss and Take Action on Funding – Mr. Woods asked if the Town Council had provided the Committee with \$50,000. Mr. Baron said that it had. Mr. Woods said that the Committee would need a motion for the next meeting on funding for Colliers for Phase II. Mr. Sylvia asked if Phase II funding was coming from the Board of Education. Dr. Brummett replied that it was not.
  
- XII. Any Other Business Pertinent to the Committee - the Committee agreed by consensus to hold their next meeting after the Board of Education meeting on May 27<sup>th</sup>. Mondays worked well for Mr. Warrington and the Committee members. The next meeting will be scheduled for June 1<sup>st</sup> at 5:00 PM. Mr. Smith stated that the school staff has been involved in reviewing the draft of the Education Specifications.
  
- XIII. Public Participation – None:
  
- XIV. Comments by Members – Mr. Sylvia thanked Mr. Warrington, he felt that Mr. Warrington was very informative and that he was doing a good job.
  
- XV. Adjournment – the meeting adjourned at 6:09 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services