

**East Haddam School Building Committee Meeting
October 26, 2005
Adopted November 22, 2005**

Call to Order

The meeting was called to order by Todd Moss at 7:01 p.m. at the Nathan Hale High School - Room 117.

Roll Call

Attendance

Members present:

Todd Moss	Mary Beth Mordecai
Melissa Ziobron	David LaFemina
Denise Gable	Craig Parker
Dana Barnes – arrived 7:12 p.m.	

Member absent:

Kerri Willis Budzik	John Gibson
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Others present:

Dave Scata, Director of Pupil Services	Whitney Talcott, KBA
Dave King, KBA	Jennifer Mangiagli, KBA
Brad Parker, Board of Selectman	Alan Burr
Bob Carroll, Board of Education Business Manager	

Approval of Minutes

Motion by Mary Beth Mordecai to approve the minutes of September 28, 2005 meeting minutes amended as follows:

- 5th page, 2nd paragraph, 2nd line, strike “DEH” and replace with “DPH”.
- 6th page, 1st paragraph, 5th line, strike “Welty” and replace with “Wolti”.

Seconded by Denise Gable.

Favor: Moss, Parker, Ziobron, Gable, Barnes, Mordecai

Abstained: LaFemina

MOTION CARRIED

Motion by Mrs. Gable to approve the minutes of October 5, 2005 meeting minutes amended as follows:

- 5th page under Other Discussion, after results, 2nd sentence, strike “Newfield” and replace with “Pike”.

- 6th page, under Adjournment, strike “Mordecai” and replace with “Budzik”.
- 3rd page, 4th paragraph, before “questioned” and insert “Mrs. Ziobron”.
- 4th page, 3rd paragraph, first sentence, insert, “In response to Mrs. Ziobron’s question,”.
- 1st page, under Members present, insert “Craig Parker”.
- 3rd page, 2nd to last paragraph, strike “been ahead of schedule on projects in the past” and replace with “whether they had used some of the methods that were discussed (ie. Pre-built panels, pre-purchasing equipment, etc.) to meet schedule in the past.
- 5th page, last paragraph, strike “there was substance behind their presentation which was very substantive” and replace with “It was in depth and detailed showing that they had done their homework”.

Seconded by Mrs. Ziobron.

Favor: Ziobron, Gable, Mordecai, Barnes

Abstained: Parker, Moss

MOTION CARRIED

Motion by Mrs. Gable to approve the October 12, 2005 meeting minutes amended as follows:

- 2nd page, 2nd paragraph, 4th line, strike “when a consultant should” and replace with “if were to use a consultant when should the company”
- 3rd page, under Construction Management Services Solicitation, first paragraph, strike “questioned if the information about Construction Management Services needed to be discussed in executive session” and replace with “wanted to confirm that the information should be discussed in executive session”.

Seconded by Mrs. Ziobron.

Favor: Ziobron, Gable, Mordecai, Barnes

Abstained: Parker, Moss

MOTION CARRIED

Audience of Citizens

Allan Burr questioned if an updated Traffic Report was available. Mr. Moss responded that it was being coordinated with Public Works and copies would be available at the Town Hall. Mr. Burr asked if the latest site plan was available for viewing. Mr. Moss responded affirmatively.

Old Business

BOE Report

Mrs. Ziobron stated that there was nothing to report because the Board of Education had not met since the last School Building Committee meeting.

Construction Management Services – Newfield

Mr. Moss thanked the Committee for the work which they had performed during the selection of the Construction Company. Craig Parker informed the Committee that he had met with Newfield Construction, October 24, 2005, in their office in Hartford. He stated that the preliminary contract had been received and that there was modification to the qualification statement of liability for the Architect. He informed the Committee of Newfield's excitement to work on the project. Craig Parker stated that in regards to the Board of Finance's question, of if there would be pre-referendum fees from the last Building Committee, that Newfield had verbally stated no and that it has been documented via email by Craig Parker to the Selectman. The contract will be sent to Attorney Bennet and it will be available for Committee review for the next meeting.

Mrs. Ziobron questioned Craig Parker if Newfield was aware of the evening's meeting. He stated yes and that they were to attend the 1st Wednesday meeting of the month. It was stated that the Architect (KBA) and Newfield have been working together and an estimate should be available at the next meeting. Dana Barnes inquired if the contract states they are to attend 1 meeting a month. Craig Parker responded affirmatively. Mr. Barnes stated that he would like them to attend all Building Committee meetings.

Mr. Moss informed the Committee that Attorney Bennett had said he could work on contract negotiations because it no longer poses a conflict of interest. Craig Parker stated that Newfield had an incorrect \$40.00 amount for pre-construction costs and that at the next meeting it would be clarified. He informed the Committee of Newfield's reassurances that they would not become over loaded with work and would provide all necessary services. Craig Parker, Mr. Moss and Mrs. Budzik will work on the final Newfield contract subject to Committee review at the next meeting.

Architect Report

Jennifer Mangiagli informed the Committee that a Technical Meeting was held with Bob Carroll and other Technical Representatives. Discussions at the Technical Meeting included but were not limited to: media, phone lines, and computers in the classrooms. She informed them that she would forward the meeting minutes from this initial technology meeting which are attached and filed at the Selectman's office.

There will be further teacher interviews on November 3rd and 4th. These meetings will entertain developing information from the past interviews and integrating them into the revised school plans.

Mrs. Mangiagli discussed and distributed a designed plan of the school. She stated that colors and architectural shape would be used to help distinguish the upper and lower school. The designed plan of the school included but is not limited to the illustrated media center, cafeteria, gymnasium, entrance lobby and a typical classroom entrance. She stated that the Judy DeLeeuw and Bob Carroll had helped with the plans. The cafeteria will contain café tables, booths and a special area which could be designated as a “privileged area”. There will be seating for 255 students. There will also be seating outside. The exit door from the Cafeteria contains a playground. The windows will be of similar size and shape to those in the Media Center, allowing for light and airiness. Ms. Mordecai questioned if expansion had been integrated into the plans. Mr. King responded affirmatively and that an extra lunch shift could also be added. He stated that there was currently enough seating for 750 students (in 3 shifts) which is more than the projected student population.

Mrs. Mangiagli informed the Committee that the Media Center has remained the same. The stack height of the book shelves will be 42 inches to allow for visibility. There will be 2 central areas for classroom seating. High spaces are contained within the Cafeteria and Media center. Mrs. Ziobron questioned the empty space on the Media Center portion of the design plan. Mrs. Mangiagli replied it would contain servers and media storage. Bob Carroll inquired if there would be windows in the Computer Lab which would allow for visibility from the circulation desk. It was responded, yes. Mrs. Ziobron questioned if the wall partitions could be made portable. Mr. King replied that it would cost more to make them movable in the long run. It was stated that the Media Center has room for expandability

Mr. Barnes questioned if the special features to the design of the school were necessary. Mr. King responded that the features such as the lighting, color design and sophists are not necessarily more costly, aid students to negotiate throughout the school and provide more light in the reading library. Mr. Barnes inquired about the extra features to the Gymnasium entrance. Mr. King replied that it would be used during the off hours for the Public, such as during the evening and that the space needs to be by code. He stated that the lights are put in the grid which helps define the space and the dormer above the doors allows for extra daylight.

Mrs. Mangiagli stated that a more efficient administration suite had been developed. Mrs. Ziobron inquired about the heating costs in relationship to the height of the dormer near the back entrance. Mr. King responded that there is a double set of doors and that heat is bled off into this area. The height of the back entrance was questioned. Mr. King stated he would have this information at the next meeting.

Mrs. Mangiagli stated that Newfield has received the narrative binder of the schematic design and the updated drawings. Mr. Barnes asked her to make sure that

Newfield has all of the current data prior to developing an estimate and that KBA and Newfield meet to verify the contract. Mr. Barnes requested Newfield to attend every School Building Committee meeting. Mr. Moss responded that he would ask for their representation at every meeting.

Whitney Talcott reviewed and discussed site map plans dated October 18, 2005. He stated that site and building drill holes would be performed. He informed the Committee that he had presented material to the Planning and Zoning Commission. Mrs. Ziobron questioned if other Building Committee members had attended. He responded no. Committee Members were not informed of the meeting with the Planning and Zoning Commission. Mr. Talcott stated that the vernal pools on site have a minimal impact to the site and of their benefits to the students.

Mr. Talcott informed the Committee that the roadway leading up to the school would contain Cape Cod style curbs allowing for the safe travel of wild life over it. The school is situated on top of a hill, there will be a bike/walk way for pedestrians to travel to the school and the final road plan profiles are forthcoming. Mr. Talcott informed the Committee that the Wetland Commission had requested that a Salamander test be performed and that the Planning and Zoning Commission was concerned with traffic. It was stated that the school project and Banner lodge need to coordinate their projects with Public Works. Road classifications were discussed.

Mr. Talcott stated that the Planning and Zoning Commission and Inland Wetlands Commission had both required signed applications by the land owners. Mr. Barnes asked if the application process was a critical step. Mr. Talcott responded affirmatively. Mrs. Ziobron requested the location of the emergency access road. Mr. Talcott responded that it had been moved out of the wetlands area and was still with in grade. The emergency access road will be gravel and the main driveway leading to the school will contain a double exit. Mr. Barnes questioned the width of the pedestrian walk way. Mr. Talcott responded it would be concrete and the width would be 8 feet. The protection of adjacent land owners from traffic and auxiliary light via vegetative screening and the Planning and Zoning's lighting ordinance was discussed.

Consideration of Hiring DEP and DPH Consultants

Committee Members discussed the time savings benefits of hiring DEP and DPH Consultants. It was stated that it should be a shared cost with the Town. Local approval of the plans could prove to be a difficult task based on the scope of the project. A Consultant would be compliant with the Schools Facility Unit and they would review the documents making the approval process progress smoother and more efficient. In some communities the local official does not feel comfortable approving such a project and would go out to get a Consultant and that this cost would normally be passed on to the project. It was decided to table a decision until the next meeting.

Time Line

It was stated that 2/3^{rds} of the design and development phase was finished and it would be complete by the end of November. Mr. King informed the Committee that the project was on schedule and on time. The construction document is the 3rd phase of the project. Mrs. Ziobron questioned Mr. Talcott when the formal submission was due. He responded the first or second week of November and that they were waiting for the update from the wetlands report. It was stated that Newfield will work with KBA to establish a bar line schedule.

New Business

Denise Gable referred to a letter which had been written in response to Wiley Peckham's published letter to the editor on October 20th in the Harford Courant. A response, written by Mrs. Gable, had been sent among Committee Members, via email, to review prior to the meeting. These correspondences are filed in the Selectman's office. Mr. Barnes stated that he would prefer discussions be made at meetings and not via emails. Mrs. Gable informed the Committee that she would like to see a Sub-committee formed which could take care of misinformation and deal with it head on in the future. Mrs. Ziobron stated that she had requested a Sub-committee be formed for the purpose of Public Relations several times in the past, as is documented in prior meeting minutes. Committee Members agreed that a policy needed to be established which would give correct information to the Public in a timely manner. It was stated that letters signed by the Committee must be voted on, but individuals can write letters giving their individual opinions. Mr. King suggested that it wasn't necessary to address specific editorials but that giving periodical statuses would be helpful. Mrs. Gable stated of the importance of Committee respond to negative and incorrect information. Mrs. Ziobron stated that she was disappointed that the last several days had been spent via email talking about an email about a letter, but that she was not notified of an Inland Wetlands or Planning and Zoning Meeting and the Committee was not given the Traffic Study. She urged the Committee to stop talking about things like letters to the editor and get back to business.

Dave LaFemina stated that not having the land negotiations complete sheds uncertainty onto the project, that an appraisal value is different than the actual negotiated price of the land.

Craig Parker requested Dana Barnes give the Committee an update prior to Selectman Parker's. Mr. Barnes responded that the Donnellan's finally responded to a phone call from the Selectman's office and met with Selectman Parker in his office in June/ July. He informed the Committee that he had met with them alone in his office and that the results of the meeting had been relayed to the Committee Members. He stated that he had been involved in 3 or 4 strategy sessions with Brad Parker, Randy Dill, Pete Govert and the Town Attorney. He stated that he went out of his way to open the door for negotiations. Mrs. Ziobron reminded the Committee of an informational package which was given to Selectman Parker for the purpose of property negotiations by herself and Shirley Judge. Mr. Moss questioned who the point person has been for all of the negotiations. Mr. Barnes responded the Town Attorney.

Selectman Parker stated that he had new information which could be discussed in Executive Session. Craig Parker stated of the importance of a Public Relations Committee which could put pertinent information out to the Public on a regular basis. Monthly releases were discussed.

Determination of Next Meeting

The next scheduled meeting will be November 9, 2005 at 7:00p.m.at the Hale Ray High School, room 117.

Other Discussion

It was stated that the preliminary draft of the Traffic Study needed to be coordinated with KBA. Mrs. Ziobron requested that the Committee be made aware when KBA would be attending other Committee, Commission or Board Meetings so that School Building Committee Members could be present.

Motion by Mr. Barnes to authorize VHB to perform the required fall vernal pool study for the amount of \$800.00. Seconded by Craig Parker and unanimously passed.

Motion by Mrs. Ziobron to go into Executive session at 9:18 p.m. inviting Brad Parker and Ruth Ziobron to attend, for purposes of discussing Property Negotiations. Seconded by Mrs. Gable and passed unanimously.

Motion made by Mr. Barnes to come out of executive session at 9:36p.m. Seconded by Mrs. Ziobron and passed unanimously.

No action was taken or decisions made.

Adjournment

Motion by Mrs. Ziobron at 9:37p.m. to adjourn. Seconded by Mr. Barnes and unanimously passed.

Filed at Selectman's office

Attendance
Email correspondences
Designed plan of school
Initial Technology Meeting Minutes