

WEST STREET SCHOOL BUILDING COMMITTEE MEETING MINUTES

Meeting Date: January 28, 2016
Location: 10-B West State Street, Senior Center

Members Present: Mark Bail, Chair of the West Street School Building Committee
Joe Rokowski, Vice Chair, West Street Building Committee
Deborah Barthelette, Principal, West Street Elementary School
Jennifer Fraser-Champagne, Principal East Meadow School
Emre Evren, Granby School Committee Member
Judith Houle, Interim Superintendent of Schools
Andrea Kennedy, West Street Building Committee Member
John Libera, Chair of the Granby Finance Committee
Chris Martin, Town Administrator
Jim Morrissey, West Street Building Committee Member
Jim Pietras, Granby School Committee Member
Lynn Snopek-Mercier, West Street Building Committee Member

Absent: None

Also in attendance: Alan Minkus, Colliers International
Kristian Whitsett, Jones Whitsett Architects (JWA)
Helen Fantini, Jones Whitsett Architects (JWA)
Lillian Camus

Mark Bail called the meeting to order at 6:34 p.m.

Approval of November 17, 2015 minutes

Mark Bail reviewed the November 17 minutes with the Committee.

Motion was made by Andrea Kennedy and seconded by Jennifer Fraser-Champagne to approve the November 17, 2015 minutes.

Colliers/JWA

MSBA Project Budget Update Review

Alan Minkus reviewed the current project schedule. Two important dates are February 8 which is the Town Meeting to vote on the project and March 1 which is the town-wide debt exclusion vote. We have had two meetings with the MSBA. Total project budget is \$34, 209,000; the maximum MSBA reimbursement is \$17,624,500 and the Town's portion is \$16,600,000.

Alan Minkus attended an MSBA Board meeting January 27 with Chris Martin and Judith Houle. The project came up for a vote and was approved.

Schematic Design Review Comments Update

Kristian Whitsett updated the Committee with some questions the MSBA had on the schematic design submission. All questions have been answered.

Public Outreach Update

Kristian Whitsett reviewed a PowerPoint created and Helen Fantini discussed the FAQ document distributed to the Committee.

Andrea Kennedy questioned the current response on the FAQ document regarding the tax impact. Mark Bail responded the Finance Committee can get the expected tax impact to 9.6% instead of 11% which would lower the average tax impact per \$100,000 assessed value to \$181 / year.

The Committee discussed using the language of per \$100,000 vs average house valuation. The Committee wants to ensure the public understands how the valuation was computed.

Alan Minkus reminded the Committee that there will be three more estimates which will refine the numbers better. There are contingencies for the unknown and a 10% design contingency as the final design and drawings have not taken place.

John Libera asked if the MSBA would also be involved in the development of the construction documents. Alan Minkus responded that the MSBA would be involved at every level of the development of the construction documents, bidding and construction of the project. Mr. Minkus noted the MSBA will not approve any increase in cost beyond what they voted for in their recent board meeting.

Mark Bail asked if it would be fair to say that Contractors would not have an incentive to bid higher if they see the MSBA is involved. Alan Minkus did not think this would be true since the Contractors are bidding in a competitive environment.

Mark Bail asked what would incent them to not come in over budget once the project is under construction. Alan Minkus explained that during construction, the contractors would submit proposed change orders (PCO's) for items they believe were not identified in the construction documents or other unforeseen items. These PCO's are vetted thoroughly and approve or not approve or negotiated by the OPM and Design Team. The MSBA reviews the change orders and determines if the change is eligible or not eligible for reimbursement. Change orders are funded by the Construction Contingency carried in the Project Budget.

Emre Evren asked if the project price comes in under for any reason does the MSBA take back any funds?. Alan Minkus explained if the project did come in under budget the MSBA will take back their portion of the underage. The MSBA has approved two budget amounts,- one with the maximum which includes contingencies and a minimum which excludes contingencies.

Kristian Whitsett noted the Design Team just want to make it clear that due to a major portion of the building being a renovation, and the likelihood of unknowns within the structure, there will probably be items in the construction documents which will result in change orders. In addition, changes could be directed by owner requested changes, the design team or outside influences, such as building officials and inspectors that wants changes made to bring something to their understanding of the code.

Judith Houle mentioned the contractors will be paying prevailing minimum wage and not increasing their bids to get more money.

Chris Martin noted a change on item 12 of the FAQs being the MSBA reimbursement rate is 63.63% and not 63.74%.

Public Outreach Update

Jim Morrissey reviewed the progress to date including the postcards to be mailed. Jim also discussed a presentation before the Town meeting.

Andrea Kennedy asked if the presentation was self-contained and could be streamed on various venues.

Judith Houle noted next week is parent/teacher nights at the three schools. She would be available to answer any questions people would ask along with handouts.

Emre Evren asked how difficult it would be to create a PowerPoint loop and who will be doing this.

Joe Rokowski asked if the Committee wants to do a public meeting before the Town meeting.

Other questions asked involved creating or updating a presentation to be ready for miscellaneous meetings, handing out Q&A sheets at parent/teacher conferences, press releases. Locations discussed where people could get more information would be the Senior Center, Town Library and open houses, the Town website.

Mark Bail confirmed the Committee would want Kristian Whitsett and Helen Fantini to attend the Town meetings.

Kristian Whitsett reviewed a presentation he had prepared to be used at the Town meetings and suggestions as to who would address each section of the presentation.

Mark Bail discussed adding explanations for specific codes used that the general public might not understand.

Alan Minkus noted people would probably ask what will happen to the West Street School.

Mark Bail responded a committee would have to be formed to conduct a feasibility study, then RFPs to see if anyone wants to buy the building, with the last option to demolish the building.

Andrea Kennedy asked if the Committee would be able to review Mark's speech prior to the meeting. Joe Rokowski agreed that would be a good idea as Mark would be representing the Committee. Andrea asked Mark if he would be representing the Committee or the Selectboard. Mark responded he would be representing both. Mark Bail agreed to send a copy to select members of the Committee.

Emre Evren noted the Committee would need to acknowledge West Street School and what will happen to it, but it should not take away from focusing on the project.

Joe Rokowski inquired as to the sequence of events leading up to the vote. Various Committee members volunteered to answer questions that may come up in specific areas.

Jim Morrissey asked what would be the response if someone asks why the money for the project shouldn't be taken out of the Stabilization Fund. Chris Martin noted the Stabilization Fund would be better used to take care of unforeseen expenses.

John Libera noted we need to be careful when discussing figures. They are best used in comparison with other communities.

Andrea Kennedy asked who will make up the handout to be used at the Town meeting. Mark Bail and Lynn Snopek-Mercier will be working on the document.

John Libera, representing the Finance Committee, will say at the Town meetings whether the Finance Committee is for or against the project.

Joe Rokowski asked if the Committee would agree to him getting the rolling presentation to Tricia to load on the Granby Cam. The Committee agreed.

Next Meeting Date

February 11, 2016 at 6:30 p.m. at the Senior Center.

Adjournment

Motion made to adjourn by Judith Houle and seconded by Lynn Snopek-Mercier. Approved unanimously and adjourned at 7:51 p.m.

Respectfully submitted,

Lillian Camus, Recording Secretary