

WEST STREET SCHOOL BUILDING COMMITTEE MEETING MINUTES

Meeting Date: November 17, 2015
Location: East Meadow HS/MS Media 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
Lynn Snopek-Mercier, West Street Building Committee Member

Absent: Jim Pietras, Granby School Committee Member
Lillian Camus

Also in attendance: Alan Minkus, Colliers International
Helen Fantini, Jones Whitsett Architects (JWA)
John Sullivan, Director of Maintenance, Granby Public Schools

Mark Bail called the meeting to order at 7:35 p.m.

Approval of November 10, 2015 minutes

Mark Bail noted changes were made to the November 10 minutes.

Motion was made by Lynn Snopek-Mercier and seconded by Emre Evren to approve the November 10, 2015 minutes as amended.

Review of Info Related to Option 5

Alan Minkus reminded the committee he will need to review the Modified Option 5 with the MSBA to make sure they are in agreement that, with the given modifications it can still be submitted for the December 1st Schematic Design. He won't know until this coming Thursday. The MSBA will need to have notification by Wednesday, November 18th that the Schematic Design, along with an approved Total Project Budget, has been voted upon by the School Building Committee.

Helen Fantini brought to the attention of the SBC "proprietary items" proposed for the new facility would need to be approved by the SBC. After some discussion, the Committee recommended the proprietary items for the project should be: existing membrane roof manufacturer, Automated Logic temperature controls, and the current phone system.

A motion was made by Mark Bail and seconded by Judith Houle to specify the above mentioned items in the project as proprietary. Motion carried 11-0.

Alan Minkus reviewed the revised project budget for the Modified Option 5. The new Total Project Budget is now \$34,208,975. This amount includes the construction costs, "soft costs", FF&E (including technology), escalation to the mid-point of construction as well as a Construction Contingency and Owner's Contingency. The District's portion of this amount is anticipated to be \$16,670,484. Alan informed the Committee that a vote was needed to approve the Total Project Budget of \$34,208,975 prior to submitting the Schematic Design package to the MSBA for consideration.

A motion was made by Mark Bail and seconded by Judith Houle to approve the Total Project Budget of \$34,208,975. Motion carried 11-0.

Public Outreach Update

Joe Rokowski led a discussion related to finalizing the info flyer that the SBC plans to mail to all residents in prep for the 2/8 Special Town Meeting and the 3/1 Tax Override Vote. The following items were agreed to in order to finalize the flyer, print flyers, print labels etc. The following are the key "to do's":

- Judy will have labels printed and will contact Kathy Kelley-Regan to get the census mailing list in order to print labels. Labels need to be done by 11/30.
- John Libera and Chris Martin agreed to meet and create some simple messaging and figures that can get dropped into the flyer to help give taxpayers a sense for what we believe the per to household impact to each tax payer. Once complete, they will send along to Lynn/Jim/Hellen to be included in flyer. NOTE: this will need to be done by Nov 30th so we have time to incorporate into flyer, print and mail for 12/7.
- Lynn and Jim Morrissey will take responsibility for reviewing and making final edits to the flyer. They will work directly with Helen. Note: Final version needs to be signed off and approved by Lynn and Jim by 12/1.
- Helen at JWA will print 3000 flyers. 2400 will be mailed and the balance will be for future meeting and Special Town Meeting on 2/8 Meeting. Printed flyers need to be done by 12/3.
- Flyers and printed address labels need to get to Andrea as she volunteered to "sticker" the flyers. She will need them by Thursday 12/3. That will give her the balance 12/3 thru the weekend to get labels affixed to the flyers in time to mail on 12/7. NOTE: this could be a big effort and we may need a few more volunteers to help out with labeling.
- Flyers will be brought to Post Office for mailing on 12/7.

Post 12/7 Activities

- Once flyers are done, Judy will post to school website and also mention in her blog.
- John Libera will schedule time with Tricia at Granby Cam to shoot a short 3 to 5 minute Public Service Announcement primarily focused on info in the flyer and the tax impact.
- Postcard reminders will need to be created and printed by mid-January for the 2/8 meeting.
- Postcards will also need to be printed by 2/10 as reminders for the 3/1 debt exclusion vote.

Next Meeting Date

January 21, 2016

Adjournment

Motion made to adjourn by Jim Morrissey and seconded by Judith Houle. Approved unanimously and adjourned at 8:20 p.m.

Respectfully submitted,

Joseph Rokowski, Vice Chair of SBC
(on behalf of Lillian Camus - Recording Secretary)