

ELLINGTON BOARD OF EDUCATION  
Ad Hoc Facilities Committee

May 4, 2011  
Minutes

A regularly scheduled meeting of the Ellington Board of Education Ad Hoc Facilities Committee was held on Wednesday, May 4, 2011 in the Administration Building. Committee Chairperson, Dan Keune, called the meeting to order at 7:08 p.m. Present when the meeting was called to order were: Mr. Dan Keune, Mrs. Tracey Kiff-Judson, Mrs. Melinda Stimac and Mr. Michael Varney. Mr. Cullinan was also present. Mr. Gary Blanchette, Mr. Ronald Stomberg, and Mrs. Cynthia Johnson were not in attendance.

- Review of Moser/Pilon/Nelson Project Proposal

The committee reviewed the proposal submitted by Hugh Pearson of Moser/Pilon/Nelson related to the scope of work at Crystal Lake School and Windermere School. The proposal delineates required work into three separate tasks – A, B, and C. The committee reviewed the proposal and listed questions, issues and /or clarifications that need to be addressed with Mr. Pearson. The list is as follows:

Questions/Issues/Clarifications related to Moser/Pilon/Nelson Proposal for Crystal Lake School and Windermere School

Introductory Paragraph

- Add Review of current Center School preschool rooms for use as kindergarten, grade 1 or grade 2 classrooms

Task A: Data-Concept Outline

- Request a more detailed analysis for fee schedule. If possible, receive an expected hours to accomplish each bullet with hourly fee(s), or receive a total hours required to accomplish Task A with hourly fee(s). Hourly fee should reflect staff position(s) required for that item or task.
- The second bullet "**Gather and review existing site maps, drawings, and other documentation (site, building, hazmat)**"; hasn't most of this already been done?
- Third bullet – What is an "outline facility assessment"?
- Fifth bullet - **Develop base statistical data of buildings and site. (acres, square footages, enrollment, vehicle/bus counts, etc.).** – isn't most of this done already?
- Sixth bullet – Please define "concept sketch" – What will this look like? How detailed is it?

- Seventh bullet – How detailed are these diagrams?
- Bullet eight – What is “building massing”? Is it another term for building up or multi-story?
- Is Microsoft Schedule the best software to use? Is it flexible, portable, how easily can the district manipulate, print documents etc.?
- What level of LEED construction is part of Task A?
- Is May 25, 2011 BOE meeting doable? Do we target June 15 meeting or need a special meeting?

#### Task B: Concept Development

- Are services from Moser/Pilon/Nelson available through state contract bid list? Concern expressed about delay in Task completion if bid process is required.
- Can we develop a projected cost for Task B and/or Task C now? What factors will impact the cost of Tasks B and C? Can we provide a range of the cost for presentation to the Board when we present the results of Task A?
- Can we develop a timeframe for Task B & Task C?
- Bullet five may require multiple meetings; bullet five should also include the Finance Officer for the town and the Permanent Building Committee.
- Bullet six – Is the Dept of Ed still going to be in charge of projects? Is there a new agency – Department of Construction Services?
- Meet and present the project to the Board of Selectmen, Board of Finance in a joint meeting is listed in Task C. Committee believes it should be a component of Task B as well.

#### Task C: Pre-referendum/State Application

- Last Bullet – Is BSF being replaced by Department of Construction Services?
- Last Bullet – Should we add “all applicable local, state and federal agencies”?
- Establish Next Tasks With Timelines

Mr. Keune, Mrs. Kiff-Judson and Mrs. Stimac offered to meet with Mr. Pearson to address the above listed concerns. Mr. Cullinan will schedule a meeting for that review for the week of May 9-13.

A motion was made to authorize the superintendent to enter into agreement with Moser/Pilon/Nelson Architects for the scope of work as specified in Task A, as may be amended per committee discussion, within available appropriations.

1<sup>st</sup>. T. Kiff-Judson

2<sup>nd</sup>. M. Stimac

VOTE: Unanimous. The motion passed.

- Old Business

There was no old business.

- New Business

There was no further new business.

A motion was made to adjourn at 8:15 p.m.

1<sup>st</sup>. M. Stimac

2<sup>nd</sup>. T. Kiff-Judson

VOTE: Unanimous. The motion passed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dan Keune', with a long horizontal flourish extending to the right.

Dan Keune  
Chair

DK/scc

1

2

3

4