

East Lyme Board of Education
East Lyme Elementary Schools Design Steering Committee Meeting
January 19, 2017
4:30 p.m.

East Lyme Public Schools will inspire, engage and educate each student to become a contributing citizen and a responsible, independent, and critical thinker.

MINUTES

Members Present: Dr. Tim Hagen, Mr. Jeffrey Newton, Linda Anania, John Arnold, Eric Bauman, Melissa DeLoreto, Linda Johansen, Ray O'Connor, Lisa Picarazzi, Jeffrey Provost,

Others Present: Al Jacunski (Jacunski Humes Architects), Ken Biega (O&G Construction), Ted Hunt (Facilities Supervisor)

Members Absent: Bill Derry, Gil Gallant, First Selectman Mark Nickerson, John Rhodes, Marc Salerno, Maria Whalen, Dr. John Whritner

The meeting began at 4:30 p.m.

Review Design Plans and Updated Cost Estimates

Superintendent Jeffrey Newton distributed the Design Cost Estimates for each elementary school dated January 3, 2017, the Timeline for ELPS Elementary Project through Referendum, the Proposed Impact to Taxpayer Report, the Town of East Lyme Pro Forma Debt Amortization Schedules, and the draft Alterations Project Letter to the Board of Selectman.

Mr. Newton reviewed the conceptual design cost estimates. Ken Biega noted that \$25,000 for Hazardous Material, Survey & Removal Inspections, which is included in the Flanders School conceptual design estimate, will also be included in the Lillie B. Haynes School and Niantic Center School conceptual design estimates. Furniture costs are estimated to be \$15,000 per classroom. Existing furniture will be surveyed to see what is appropriate to reuse. The current furniture allowances can either be adjusted or contingency funds can be used if necessary. If furniture requirements overrun the contingency fund, then a long-term furniture replacement plan will be initiated. Al Jacunski suggested using contingency funds to replace the remaining windows at Niantic Center School that is not included in the current conceptual design estimate. Al Jacunski will keep an ongoing contingency item list that will currently include furniture for all three schools and the Niantic Center School window replacement.

Dr. Tim Hagen reviewed the draft alterations project letter for the Board of Selectman.

The committee discussed when a building committee should be formed, who should be appointed to the committee, and if a stipend project manager should be appointed as a single point of contact. It was noted that when the Town Building Permit Department becomes involved, they could also hire a third party to oversee the project if needed. Lisa Picarazzi, Board of Finance Member, officially noted that she would be uncomfortable with a decision not to appoint a project manager, on stipend, as a single point of contact for the elementary schools alteration projects.

Renovation Project Steps:

1. Design Committee makes recommendation to Board of Education
2. Board of Education makes recommendation to Board of Selectman and Board of Finance
3. Referendum
4. Develop Schematic Design Documents
5. Design Development
6. Construction/Contract Documents
7. State of Connecticut Review
8. Bid Process

9. Review Bids
10. Initiate Signed Contracts
11. Start Renovation

The Elementary Schools Design Committee will continue through the start of the renovations. A recommendation was made to rename the Design Committee to Planning Committee moving forward. Superintendent Newton and Dr. Hagen will discuss options and make recommendations to the Design Committee and First Selectman.

The Elementary Schools Design Committee approved the draft “Alterations Project for the Three Elementary Schools in East Lyme: Request for Action” letter and recommended that it be brought forward to the Board of Education for approval at the January 23, 2017 Board of Education meeting. After Board of Education approval, the letter will be presented to the Board of Selectmen.

Al Jacunski reviewed eligible costs and ineligible costs for State reimbursement and noted we need to notify the State of Connecticut if any money moved from one project exceeds the initial amount approved by them.

Respectfully submitted,

Dr. Timothy Hagen
Timothy Hagen, Ph.D.
Steering Committee Chair

Mr. Jeffrey Newton
Mr. Jeffrey R. Newton
Superintendent of Schools