STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786
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PERMANENT BUILDING COMMITTEE
SPECIAL MEETING
WINDERMERE ELEMENTARY SCHOOL
August 9, 2022

MINUTES

Members Present:
Peter Welti – Chairman, Gary Magnuson – Vice Chairman, Gary Feldman, Sean Kelly, Patrick Stavens, Thomas Adams, James Fay, Gary Blanchette

Members Absent:
Dale Gerber, Timothy Webb

Others Present:
Brian Greenleaf, Director of Finance and Operations, Ken Radziwon, Director of Public Works, Arcadis, various contractors interested in bidding on the project

1. **Call to Order**

Chairman Peter Welti called the meeting to order at 6:05 PM.

2. **Citizen's Forum (Non-Agenda Items)**:

None

3. **Approval of Minutes of July 12, 2022 Meeting**

MOVED (Feldman), SECONDED (Adams) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE July 12, 2022 SPECIAL MEETING.

4. **New Business**

- Update on architect RFP and selection process
- Confirmation of mandatory pre-bid walkthrough date and times
- Discussion of dates for architect interviews
- Selection of subcommittee for architect selection
- Walkthrough Windermere school

Kelly and Jack from Arcadis – Welcome to the team!

Brian Greenleaf – passed out a revised timeline – re: pre bid conference, walkthrough with architects, questions form bidders the following week, proposals due 9/7, scoring/qualifications, finalist presentations – Tuesday 9/27 instead of 9/22 – award at either a special meeting on 10/3 or regular meeting on 10/11. Brian will finalize the dates and email to the committee.

The way the process works and with the help of Arcadis – will do a qualification review – will not include the fee at this stage. Once selections are made, interviews will occur. Looking for interviews to be approx. 1 hour per piece including Q&A.

Peter Welti asked does the committee want to complete paper review as a whole or as a subcommittee?
Jack from Arcadis noted that there will be between 3 and 14 applicants to be reviewed.
Peter Welti noted that in the past, the paper review has been completed by a subcommittee and interviews by the full committee.

Gary Magnuson noted that realistically if there will be a subcommittee we should look at 2-3 hours per session a few days that week for the subcommittee to review and discuss. The Committee should also look at 2 nights for finalist presentations in order to ensure fair time and attention to each presentation.

Gary Feldman shared that a couple dates should be chosen and see who is available to come out for the review. Gary Magnuson proposes timeframe be in the afternoon to ensure timeframe is amenable to everyone's schedule
Gary Magnuson – suggested that the committee set 2 dates so that everyone is available. Proposed 9/27 and 9/28 for final interviews – 6-9p estimate timeframe for each date.

Jack – clarifying question – will the interviews be as a whole or as subcommittee. Peter Welti stated that the whole committee or at least a quorum that way after conclusion of interviews a selection can be made at that time and no need for special meeting for a decision to be made. Jack noted that interviews could be conducted under executive session and the decision could be voted on during a public forum/meeting.

Gary Magnuson asked who would run the pre-bid – Brian Greenleaf and Arcadis – Wednesday 9/18 at 9am

History Lesson of Windermere School provided by Peter Welti
Brian passed out blueprints of the current school as well as blueprint of the design plan
1966- early 90's was original building (Sections A-D)
Section C was added in early 90s with some renovations to existing building
2002 – 6 room addition was added (D-1)
6 room addition is the area where pyrite was found – sections in white are scheduled to be demolished
Brian discussed the layout of the school – also noted asbestos tile in some areas that will need to be properly removed and disposed of
Peter Welti noted that "swing space" can be given to the newer section to in order to accommodate students and discussion of what this could possibly look like.
T. Adams asked if the playground will remain, be moved, or be disrupted. Peter Welti noted that the goal would be to continue to allow outside play for gym and recess during the Spring and Fall during renovations
Brian Greenleaf noted the plan for parking/driving in order to address/reduce congestion on Abbott St.
Peter Welti noted another key will be to have a well identified, well established entrance so there is no confusion as to where the public would enter and to meet current safety standards.

Walkthrough occurred at this time
During walkthrough, Brian Greenleaf noted the areas that are slated to be demolished. B. Greenleaf also noted that every classroom currently has an outside access door which would need to be addressed in order to meet current school safety design standards. During the walkthrough it was also discussed that the current State statute requires 55% of the current building to remain under the renovation plan/contract. B. Greenleaf further noted that the gym cannot be shut down during the school year. The tour included viewing and discussing outside of the building and how the plans would look in terms of the back of the school building and moving the playground from its current location to this back area
Gary Magnuson asked about the possibility of building a new cafeteria as part of the new addition versus renovating the existing cafeteria. There was also discussion of second area of egress in the classrooms and it was noted that the windows could be considered a means of egress.

Upon return from the walkthrough Jack from Arcadis noted that there has been a good crew to maintain the building over the years

Old Business
None

Adjournment
MOVED (Kelly), SECONDED (Adams) AND PASSED UNANIMOUSLY TO ADJOURN THE PERMANENT BUILDING COMMITTEE MEETING AT 7:00 P.M.

Submitted by: _____
Christina Shackford
Recording Secretary