

**Approved**



**Town Building Committee for BRS Capital Projects**

**Thursday, April 27th 2023** (hybrid meeting, virtual and in-person participation)

**Meeting Minutes**

The following committee members were present: Sheila McCreven (BOS), Jeff Hughes (WBOE), Donavon Lofters (BOF). The following were also present: Tony Genovese (Town Administrative Officer and Director of Finance), Lynn Piascyk (WBOE Chairman), Vonda Tencza (WSD Superintendent), Donna Coonan (WSD Director of Business Services and Operations).

Chairman Sheila McCreven called the meeting to order at 8:33am.

On a motion by Jeff, seconded by Donavon, the committee voted unanimously to approve previous meeting minutes for April 6 and March 17.

The committee received an update from Tony on the status of its RFQ, which was issued Friday, April 21 and was posted on the state system. Donna will also share a link to it with any potential respondents she meets at an upcoming conference she will attend. The committee reviewed the next steps in the RFQ-related timeline which include:

RFQ Released	April 21, 2023
Proposer Conference & Walkthrough	May 12, 2023
Questions for Town/School Officials Due	May 19, 2023
Answers to Proposers' Questions Due	May 26, 2023
RFQ Responses Due	June 2, 2023
Potential Presentation to Building Committee	June 7-9 2023
Contract Awarded	June 15, 2023

The committee also received an update regarding current roof conditions, what has been done to-date, and what is planned by the WBOE to address leaks prior to summer 2024 projected timeline, in light of concerns voiced in public comments at the Preliminary Budget Hearing on April 24. Vonda, Donna, Lynn and Jeff shared information about the recent work of the WBOE's roof maintenance contractor, Trimco, to identify sources and repair/patch roofing materials to address leaks over the north entranceway and at the end of the KG hallway where it meets the cafeteria/library media center wing. Upcoming work will address leaks over

individual KG classrooms. The district team expressed agreement that temporary measures will be pursued to prevent leaks to the greatest extent possible because moving up the roof replacement timeline to begin prior to summer 2024 would not be agreeable due to the disruption it would present. Lynn noted that although a previous roof replacement occurred during the academic year (circa 2003), that project addressed the south roof and rotunda area and therefore did not disrupt a main entryway nor impact the bus drop-off process. Because the currently proposed project would take place directly over the north entrance and would impact the bus drop-off area, logistics will not permit work while the school year is underway.

The committee also discussed the perception that the project has been delayed and it was noted that the Woodbridge School District has experienced a high degree of administrator turnover in the past several years. These have included three Superintendents, as well as two different timespans of an Interim Superintendent, and two Directors of Business Services and Operations plus one Interim Director of Business Services and Operations. As a result, delays in the district's participation in the necessary partnership between the WBOE (which is responsible for the maintenance of the building) and the Town (which owns the building) that may have occurred in the past have now been rectified by the district administration.

Roof "refurbishment" had initially been proposed under the administration of Superintendent Robert Gilbert. After his departure, and the pandemic-related disruptions experienced during the first tenure of Interim Superintendent Christine Syriac, the project was subsequently proposed anew by Superintendent Jonathan Budd. At that time, the option to include funding for "refurbishment" was discussed for possible inclusion together with other projects that might be bundled together for a bonding referendum, to maximize cost-saving versus bonding projects separately. This multi-project bonding process was ultimately not pursued due to the timing of other projects among other concerns.

Subsequent requests from the BOS for clarification of whether the school was requesting "refurbishment" or "replacement" of these sections of roof were not addressed again until Dr. Budd's departure and the second term of Interim Superintendent Syriac, in September 2022. At that time, the Town received clear communication that full replacement was needed and accordingly a Town Building Committee was formed by the First Selectman and approved by the BOS, as required to receive a state-funded School Construction grant which is anticipated.

It was also noted that since this committee began meeting in September 2022, the district team and the Town have been working together in harmony to address the identified building issues included in the committee's charge as expeditiously as possible and in a manner that reflects respect for the taxpayer investment in this building over the years, which includes a \$13.7 million Renovation Project completed in January 2017 as mentioned in the current RFQ (of which, \$10.3 million in bonded debt is anticipated to be fully paid off in 2037).

The committee noted the process it is following — to issue an RFQ for professional architectural and engineering services, followed by the first two of five phases of contracted A&E work described in the RFQ, submittal to the state for grant funding, and a referendum for approval to bond the project costs in phase three — must all be completed before the construction documents are prepared in phase four, and the work of roofing and other improvements can begin in phase five. The soonest all this can be accomplished, given that the project cannot disrupt academic activities, is summer 2024. It was noted that this timeline had been developed and shared by the TBC in its October through December 2022 meetings and had been discussed as early as the second meeting of the committee on October 13, 2022 (see [meeting minutes on the Town website](#) for details).

The committee discussed that keeping the public informed is an important component of its work and accordingly the minutes should reflect details about the scheduling timeline, the project details, and steps involved, as described above.

The committee will schedule its next meeting for Friday, May 12th at 4:00pm in the Beecher South Assembly room (to conduct the conference and walkthrough session noted above).

On a motion by Jeff, seconded by Donavon, the committee voted unanimously to adjourn its meeting at 9:01am.