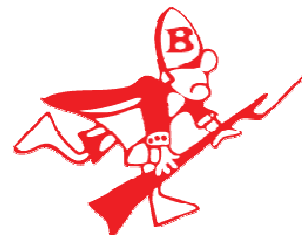


# BERLIN HIGH SCHOOL ADVISORY COMMITTEE MEETING MINUTES



**PROJECT:** Berlin High School Renovation

**MEETING DATE:** October 25, 2012

**TIME:** 5:30 PM

**LOCATION:**

Town Mgrs. Conference Room

ATTENDEES:	PRESENT	NAME	COMPANY	CONTACT NUMBER
	Y	Art Powers	Citizen (Member)	(860) 828-9268
	Y	Krista Hilbie	Citizen (Member)	(860) 829-0390
	Y	Maggie Morelli	Town Council (Member)	(860) 828-6658
	Y	David Evans	Town Council (Member)	(860) 416-2773
	Y	John Richards	BOE (Member)	(860) 277-1602
	N	Jeff Cugno	BOE (Member)	
	Y	Art Simonian	Public Works Director	(860) 828-7014
	Y	Denise McNair	Town Manager	(860) 828-7002
	Y	Adam Salina	Mayor	(860) 836-1158
	Y	David Stein	Silver Petrucelli + Assoc.	(203) 230-9007 x201
	Y	Paul Jorgenson	Silver Petrucelli + Assoc.	(203) 230-9007 x208
	Y	Carolina Cudemus	Gilbane	(860) 918-3784
	Y	Tom Smith	Gilbane	(860) 249-1089
	Y	Monica Szakacs	The Berlin Citizen	(860) 559-8550
COPIES TO:				

**PURPOSE:** To review progress to date and path forward for the project. (Changes/Updates from last meeting in bold)

ITEM #	DESCRIPTION	ACTION/DATE
--------	-------------	-------------

## General:

1.1	Introductions: We went around the table and each of us introduced ourselves and briefly described our role on the committee and/or the project.	None Required
-----	---	---------------

1.2	Mayor Salina described the reasons for the formation of the advisory committee. He handed out a document that was distributed at the Town Council Meeting on October 16 <sup>th</sup> that described the mission of the Advisory Committee. The primary goal of the committee is to provide a forum where information on the progress of the project can be shared with the committee members and thru them the community. The committee meetings will also provide a forum for the committee members to bring questions to the team about the project. The committee can make recommendations but decisions on program need to be made by the BOE professional staff and/or board and those affecting cost or schedule will be made by the PBC.	None Required
-----	--	---------------

Krista Hilbie asked who the contact should be with questions between meetings. She was told to contact Denise McNair with questions between meetings.

Minutes of each meeting will be published and distributed to all committee members and other attendees.

Tom Smith stated that he hoped future meetings would be able to be scheduled in the Board of Education meeting room and others from the public are welcome to come to the meetings.

John Richards asked for clarification on how information would be shared with the public or the press. One of his principal concerns is that he is not the appropriate official spokesperson for the Board of

BERLIN HIGH SCHOOL RENOVATION PROJECT  
ADVISORY COMMITTEE MEETING MINUTES

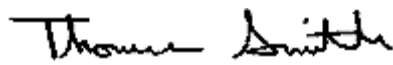
ITEM #	DESCRIPTION	ACTION/DATE
	<p>Education and so if he is asked questions, how does he clarify that his response is from John Richards the BOE member or John Richards personal opinion. Mayor Salina acknowledged that it was relatively easy to communicate information back to the BOE or the Town Council but was more challenging to efficiently share the information with the public at large.</p> <p>Krista Hilbie suggested that the committee may decide on a case by case basis what the best way to communicate with the public might be. For instance they may feel that certain information belongs in a press release while other may be by word of mouth.</p> <p>Tom Smith noted that the public presentation scheduled for Monday, October 29<sup>th</sup> at the high school would be a great way to allow more of the public to hear about progress first hand and that future presentations of that type would be appropriate to get the word out to more people. A press release was made about the presentation by the BOE.</p> <p>John Richards asked who is authorized to answer questions about what the committee is doing or how the project is progressing. Mayor Salina stated that he feels that all members are spokespeople and can answer questions about what is discussed at the advisory committee meetings.</p>	
<b><u>B. Committee Questions:</u></b>		
1.3	David Evans asked some questions and requested some information. (Q) Is there a baseline schedule. (A) There is and it will be provided. (Q) Is there a cash flow. (A) There is a budget with more detail that can be shared. Any cash flow projections are done for bonding purposes. (Q) What has been added or deleted from the November 2010 plans. (A) Summary VE list can be provided.	Gilbane will provide requested documents
1.4	David Evans asked if it is expected that the bids on the Phase 1 Tech Ed Addition will come in any better than they did before. Gilbane responded that it is hoped that they will with better participation and a slower bidding climate that most of the numbers will be more favorable.	None Required
1.5	Art Powers asked if someone can provide a list of what the common acronyms stand for so everyone can understand who and what is being talked about when someone throws around three letter acronyms.	Gilbane will provide a list
<b><u>C. New Business:</u></b>		
1.6	Tom Smith outlined the general dates for the project. Starting with the release of documents at the end of November of this year for pricing and commissioning agent review through bidding and final GMP development next spring.	Schedule will be provided
1.7	Tom Smith passed around a preliminary phasing plan to show the committee members the complications of doing the project as a phased renovation. We will review the preliminary phasing schedule at the next Advisory Committee Meeting on November 8 <sup>th</sup> .	Discuss at next meeting
1.8	Gilbane will circulate an agenda in advance of the next meeting and will bring the items requested above.	Gilbane

**D. Meeting Schedule:**

**The next Advisory Committee Meeting is scheduled for Thursday, November 8, 2012 at 5:30 PM in the BOE Meeting Rm.**

If these minutes do not accurately reflect discussions at this meeting, please contact the writer immediately.

Prepared by:



Tom Smith

Date:

October 30, 2012

cc: Attendees, CC List, & File