



**TOWN OF MANSFIELD  
MANSFIELD MIDDLE SCHOOL ROOF BUILDING COMMITTEE**

**Thursday, March 19, 2020**

**Council Chambers**

**Committee Members and Staff are encouraged to phone in  
This meeting is physically closed to the public but the public may view the  
meeting on livestream at [https://townhallstreams.com/towns/mansfield\\_ct](https://townhallstreams.com/towns/mansfield_ct)**

**2:00 PM**

**Special Meeting Agenda**

1. Call to Order (Moran)
2. Welcome and Introduction (Moran)
3. Committee Organization
  - a) Election of Chair
  - b) Adoption of Rules
  - c) Adoption of Charge
4. Discussion on Project Background and Timeline (Lyman)
5. Discussion and Possible Action on Committee Meeting Schedule
6. Discussion and Action on Proposed RFP/RFQ for Architectural Services
7. Adjournment



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager  
**CC:** Kelly Lyman, Superintendent of Schools  
**Date:** March 19, 2020  
**Re:** Mansfield Middle School Roof Building Committee Charge

---

**Subject Matter/Background**

On Thursday evening, February 13, 2020, the Board of Education passed the following motion:

*To request the Superintendent of Schools to make a formal request to the Town Council to establish a building committee to replace the roof at the Mansfield Middle School.*

Mansfield Public Schools has been planning for the roof replacement for some years. Annually, the condition of the roof is inspected and repairs made as needed. Simply repairing the roof is no longer viable. The roof at Mansfield Middle School is failing in many places. The sooner we can replace the roof, the better. The Board of Education also requests that the project include the installation of solar panels thus allowing for the reduction of energy costs and reliance on fossil fuels.

Mansfield is eligible for reimbursement from the State for this project at a rate in excess of 70% (exact rates determined annually), including installation of solar panels. To apply for reimbursement, the town must establish a building committee, engage an architect to develop a roof replacement plan, and apply to the State for funding. Given the cost of this project, a referendum to appropriate taxpayer funds will be necessary. It is hoped that such a question could be included on the ballot in November of 2020.

On February 24, 2020, the Town Council established, for an indefinite term, a five-member Mansfield Middle School Roof Building Committee to replace the Mansfield Middle School Roof and to include the installation of photovoltaic solar panels. The Committee will include the Mayor or her designee, Board of Education Chair or her designee and three representative members of the community. The Town Manager and Superintendent of Schools will serve as ex-officio members of the committee.

The Council will approve specific Committee members later this evening. The committee needs a more formal charge. The attached resolution provides this detail.

### **Financial Impact**

Preliminary estimates for the roof replacement is about \$3,000,000. Adding photovoltaic solar panels is likely another \$1,000,000. Mansfield is eligible for reimbursement from the State for this project at a rate in excess of 70% (exact rates determined annually), including installation of solar panels.

### **Legal Review**

The Town Attorney has reviewed and approved the attached resolution.

### **Recommendation**

I recommend that the Town Council adopt the proposed resolution.

If the Council supports this recommendation, the following motion is in order:

*Move, effective March 9, 2020, to approve the attached resolution regarding the Mansfield Middle School Roof Building Committee.*

### **Attachments**

- 1) Draft Resolution Regarding Mansfield Middle School Roof Building Committee
- 2) February 20, 2020 Correspondence from Superintendent of Schools: Request for Building Committee
- 3) February 24, 2020 Agenda Item Summary: Mansfield Middle School Roof Project

**RESOLUTION REGARDING  
MANSFIELD MIDDLE SCHOOL ROOF BUILDING COMMITTEE**

**WHEREAS**, the Mansfield Board of Education has requested that the Town Council of the Town of Mansfield establish a building committee to replace the roof at the Mansfield Middle School; and

**WHEREAS**, the Town Council is authorized to appoint a building committee for building and construction projects, and to authorize said building committee to: prepare schematic drawings and outline specifications for the project; construct the project; to contract with contractors and others on behalf of the Town for the project; and, to approve design and construction expenditures should the referendum be approved; and

**WHEREAS**, the Town Council anticipates placing a referendum before the voters of the Town of Mansfield to be held at the regular November municipal election;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

**Section 1 - Establishment; Duties.**

The school building committee established by resolution of the Town Council on February 24, 2020 shall be known as The Mansfield Middle School Roof Building Committee (the "Building Committee"). The Building Committee is hereby confirmed and authorized to serve as the building committee provided for in this Resolution. The Building Committee's duties shall be as follows:

(a) Pre-referendum Duties:

Plan development. The Building Committee shall:

- (1) Select architectural and/or engineering firm(s) to prepare schematic and final plans, including structural plans, professional estimating service, drawings and specifications, cost estimates and preparation of bid documents and contract documents. The Building Committee shall oversee negotiations of a contract to be entered into by the Town and said firm(s), subject to approval of the Town Attorney and Town Manager.

(b) If said Referendum is approved:

- (1) Complete bid documents and contract documents. The Building Committee shall submit the final plans to the State Department of Education for approval pursuant to Conn. Gen. Stat. § 10-292(a). Upon approval by the State Department of Education, the Town Council and the Building Committee shall put the projects out to bid and award the contract to the successful bidder(s) in accordance with the Town's established bidding procedures.

- (2) Meet with the architect, general contractor or construction manager to be certain that they reconcile any differences and agree as to what is required by the final plans, drawings and specifications, bid documents and contract documents. The Building committee shall oversee the construction contract(s) to be entered into by the Town and said construction firm(s), subject to approval of the Town Attorney and Town Manager.
  - (3) Determine the scheduling/phasing of the planning and construction of each building included in the overall project.
- (c) If said Resolution is approved: Initiation, continuation and completion of construction.

The Building Committee shall:

- (1) Award the architectural contract for administrative services during the construction phase.
- (2) Authorize the start of construction.
- (3) Monitor the construction process to include meetings with the architect, project manager and construction contractor as necessary to resolve any differences.
- (4) Coordinate communication between the Building Committee, the Board of Education, the Town Manager and Town Council to keep all parties up-to-date on developments.
- (5) Consider and promptly act on change orders, making certain that any increase in the cost involved in any change order is within the amount appropriated for the project.
- (6) Monitor the preparation by the architect of a list of items which are not fully completed (punch list) or which require further attention when the architect has certified that the project is substantially complete. The Building Committee shall make certain that such items are completed properly and promptly.
- (7) Review the certification by the architect that construction has been completed in full compliance with contract documents or review the list of items which are not yet satisfactorily completed.
- (8) Authorize the release of funds which had been withheld or designate those funds to be withheld pending completion of any unfinished work or for any other appropriate reason.

**Section 2 - Structure; Membership.** The Building Committee will consist of five (5) regular members as set forth in the resolution of February 24, 2020. The Building Committee shall designate its Chair, Vice Chair and Secretary. The Building Committee shall act as a "school

building committee" for the project pursuant to Conn. Gen. Stat. § 10-291 and the applicable regulations of the State Department of Education. Members of the Committee shall include the Mayor or her/his designee, Board of Education Chair or her/his designee, and three (3) representative members of the community, including at least one (1) member having experience in the building and/or construction industry. The Town Manager and Superintendent of Schools will serve as ex-officio members of the committee. The Town Manager may appoint staff liaisons, as he/she deems appropriate.

**Section 3 - Subcommittees.** The Building Committee is authorized to establish subcommittees of the Building Committee (collectively, the "Subcommittees"), to designate the Chair and Vice Chair of each Subcommittee, and to fill all vacancies on the Subcommittees. The members of each Subcommittee shall be members of the Building Committee. The Subcommittees shall choose their secretaries. To the extent not provided herein, the Building Committee shall determine the duties and responsibilities of each Subcommittee.

**Section 4 - Appointments.** The Town Council shall make appointments by way of separate resolution(s).

**Section 5 - Administration.** The Building Committee and Subcommittee members shall not receive any compensation for their services. Necessary expenses of the Building Committee and Subcommittees shall be included in the cost of the project. In carrying out their functions, the Building Committee and Subcommittees shall comply with the Connecticut Freedom of Information Act, as amended.

**Section 6 - Grant Applications.** The Mansfield Board of Education is authorized and directed to apply for and accept any State grants for the project and any portions or components thereof, including but not limited to the filing of applications with the State Commissioner of Education, the execution of grant agreements for the project, and the filing of such documents as may be required to obtain said grants.

**Section 7 - Chief Executive's Responsibility for Coordination of Process.** Throughout the planning and construction process, the Town Manager shall be responsible for coordinating the process and working with the Building Committee and/or the designees and making full use of the Town staff and appropriate outside services as required. Within the project's budgetary limits, the Town Manager is authorized to obtain outside services as he/she deems necessary.

**Section 8 - Execution of Contracts.** The Town Manager shall execute all contracts entered into by the Town for the project. The Town Attorney shall review all contracts before they are entered into by the Town and shall oversee the execution of such contracts and compliance with appropriate bonding and insurance requirements or other matters to which he may later be required to attest. If appropriate, bond counsel shall be consulted.

**Section 9 - Timelines.** The Building Committee shall make progress reports on the projects to the Town Council and Board of Education no less than quarterly.

## MEMO

**To:** John Carrington  
**From:** Kelly Lyman  
**Date:** February 20, 2020  
**Subject:** Request for Building Committee

---

On Thursday evening, February 13, 2020, the Board of Education passed the following motion:

*To request the Superintendent of Schools make a formal request to the Town Council to establish a building committee to replace the roof at the Mansfield Middle School.*

Mansfield Public Schools has engaged in an annual process of evaluating and identifying facility repairs and updates necessary in the coming years. This has resulted in the annual publication of a detailed list of facility with the year to be addressed and estimated costs. We have been planning for the roof replacement for some years.

Also annually, the condition of the roof is inspected and repairs made as needed. Simply repairing the roof is no longer viable. The roof at Mansfield Middle School is failing in many places. The sooner we can replace the roof, the better. The Board of Education also requests that the project include the installation of solar panels thus allowing for the reduction of energy costs and reliance on fossil fuels.

Mansfield is eligible for reimbursement from the State for this project at a rate in excess of 70% (exact rates determined annually), including installation of solar panels. To apply for reimbursement, the town must establish a building committee, engage an architect to develop a roof replacement plan, and apply to the State for funding. Given the cost of this project, a referendum to appropriate taxpayer funds will be necessary. It is hoped that such a question could be included on the ballot in November of 2020.

Members of the staff and Board of Education are available to share more details about this request with the Town Council.



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager  
**CC:** Kelly Lyman, Superintendent of Schools  
**Date:** February 24, 2020  
**Re:** Mansfield Middle School Roof Project

---

**Subject Matter/Background**

On Thursday evening, February 13, 2020, the Board of Education passed the following motion:

*To request the Superintendent of Schools to make a formal request to the Town Council to establish a building committee to replace the roof at the Mansfield Middle School.*

Mansfield Public Schools has been planning for the roof replacement for some years. Annually, the condition of the roof is inspected and repairs made as needed. Simply repairing the roof is no longer viable. The roof at Mansfield Middle School is failing in many places. The sooner we can replace the roof, the better. The Board of Education also requests that the project include the installation of solar panels thus allowing for the reduction of energy costs and reliance on fossil fuels.

Mansfield is eligible for reimbursement from the State for this project at a rate in excess of 70% (exact rates determined annually), including installation of solar panels. To apply for reimbursement, the town must establish a building committee, engage an architect to develop a roof replacement plan, and apply to the State for funding. Given the cost of this project, a referendum to appropriate taxpayer funds will be necessary. It is hoped that such a question could be included on the ballot in November of 2020.

**Financial Impact**

Preliminary estimates for the roof replacement is about \$3,000,000. Adding photovoltaic solar panels is likely another \$1,000,000. Mansfield is eligible for reimbursement from the State for this project at a rate in excess of 70% (exact rates determined annually), including installation of solar panels.

**Recommendation**

The Mayor and I recommend that the Town Council establish a Building Committee which will include the Mayor or her designee, Board of Education Chair or her designee, and three representative members of the community who will be jointly appointed by the

Town Council and the Mansfield Board of Education. The Town Manager and Superintendent of Schools will serve as ex-officio members of the committee.

If the Council supports this recommendation, the following motion is in order:

Move, effective February 24, 2020, to establish, for an indefinite term, a five-member Mansfield Middle School Roof Building Committee to replace the Mansfield Middle School Roof and to include the installation of photovoltaic solar panels. The Committee will include the Mayor or her designee, Board of Education Chair or her designee and three representative members of the community. The Town Manager and Superintendent of Schools will serve as ex-officio members of the committee.

**Attachments**

- 1) February 20, 2020 Correspondence from Superintendent of Schools: Request for Building Committee
- 2) Draft Resolution Regarding Mansfield Middle School Roof Building Committee