

MINUTES

Members Present: Randy Walikonis, Mary deVecchis, Madison Day, Richard Weyel, Toni Moran, Chris Kueffner, Chris McNaboe, Steve Ferrigno, Kelly Lyman, John Carrington

Members Absent: Kathy Ward

Staff Present: Cherie Trahan, Director of Finance

Guests: Scott Pellman (Project Manager, Colliers International), Felicia Smith (Colliers International), Ryszard Szczypek (Lead Architect, TSKP Studio), Jeff Brown (TSKP Studio)

1. CALL TO ORDER

Meeting called to order at 4:35PM by Chairman Randy Walikonis.

2. APPROVAL OF MINUTES

Mr. Kueffner **moved** to approve the minutes of the December 5, 2019 Special meeting.
Mr. Weyel seconded the motion.

The motion **passed** unanimously with Ms. McNaboe abstaining from voting.

Ms. deVecchis **moved** to approve the minutes of the December 16, 2019 Special meeting.
Mr. Kueffner seconded the motion.

The motion **passed** unanimously with Ms. McNaboe abstaining from voting.

3. PUBLIC COMMENT

NONE

4. OWNERS REPRESENTATIVE UPDATE

Mr. Pellman briefed the Committee on the six replies to the RFP for Commissioning Agent, and the one reply to the RFP for Estimating Consultant. The Committee discussed reposting the Estimating Consultant RFP with distribution directly to estimating firms.

5. ARCHITECTS UPDATE

Mr. Szczypek told the Committee that CMTA will work with TSKP Studio to create school massing concepts which they intend to have ready for the January 23, 2020 meeting. The Committee discussed the upcoming walk through of TSKP designed schools in Connecticut.

6. REVIEW OF COST ESTIMATING PROPOSALS

No action taken.

7. DISCUSSION AND POSSIBLE ACTION REGARDING SELECTION OF AN ESTIMATING CONSULTANT

Ms. Moran **moved** to authorize the Owner's Representative to re-issue the Request for Proposals for Professional Cost Estimating Services. Mr. Kueffner seconded the motion.

The motion **passed** unanimously.

8. EXECUTIVE SESSION PURSUANT TO CGS §1-200(6)(E) AND §1-210 (B)24 FOR REVIEW OF SUBMITTED PROPOSALS AND QUALIFICATION: COMMISSIONING SERVICES

At: 5:04PM, Ms. deVecchis **moved** to enter into executive session pursuant to CGS §1-200(6)(E) and §1-210(B)24 for review of submitted proposals and qualifications for commissioning services and to invite John Carrington, Kelly Lyman, Cherie Trahan, Scott Pellman, Felicia Smith, Ryszard Szczypek and Jeff Brown into the session. Ms. Day seconded the motion.

The motion **passed** unanimously.

Scott Pellman and Felicia Smith left the Executive Session at 5:16PM.

The Executive Session concluded and the Committee reconvened in open session at 5:51PM.

9. DISCUSSION AND POSSIBLE ACTION REGARDING SELECTION OF COMMISSIONING SERVICES FOR THE ELEMENTARY SCHOOL PROJECT IN ACCORDANCE WITH CGS §10-287(B)(2)

Mr. Kueffner **moved** to invite CES, Colliers and IES for interviews with the Committee. Mr. Ferrigno seconded the motion.

The motion **passed** unanimously.

The committee expressed their desire that the January 23, 2020 meeting start at an earlier time to allow sufficient time for the commissioning agent interviews.

10. OTHER BUSINESS COMING BEFORE THE COMMITTEE

None

11. ADJORNMENT

Mr. Kueffner **moved** to adjourn the meeting at 5:57PM. Ms. Day seconded the motion.

The motion **passed** unanimously.

Respectfully Submitted,

Tasha N. Smith
Executive Assistant, Town Manager's Office