

## MINUTES

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

Members Absent: Chris McNaboe

Staff Present: Allen Corson, Director of Facilities Management; Curt Vincente, Director of Parks and Recreation

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

### 1. CALL TO ORDER

Meeting called to order at 4:31PM by Chairman Randy Walikonis.

Mr. Kueffner made a **motion** to switch the order of items 4 and 5 on the agenda to hear the Schematic design – Project Budget Review before the Architect’s Update. Ms. Ward seconded the motion.

The motion **passed** unanimously.

*Mr. Ferrigno joined the meeting at 4:33PM*

### 2. APPROVAL OF MINUTES

Ms. Day **moved** to approve the amended minutes of the May 28, 2020 meeting. Ms. deVecchis seconded the motion.

The motion **passed** unanimously.

### 3. OWNERS PROJECT MANAGER UPDATE

Ms. Smith went over the updated Milestone Schedule, noting that the next notable milestone is the OSCGR Schematic Design Review meeting on July 14, 2020. She told the Committee that she anticipates having the Well Drilling and Testing RFPs available at the July 9, 2020 meeting. An update was also given on the Archeologist Phase 1A report and there was brief discussion of possible minor needs for Phase 1B.

*Ms. Moran joined the meeting at 4:36PM*

4. SCHEMATIC DESIGN – PROJECT BUDGET REVIEW

Mr. Pellman and Mr. Szczypek discussed the schematic design budget reconciliation summary and value management construction budget. The Committee discussed gymnasium size and importance of community use of the building.

5. ARCHITECTS UPDATE

Mr. Szczypek went over the last building plans and showed square footage reduction plans and cost estimates. He informed the Committee that the parking set back area was approved during the June 15<sup>th</sup> pre-application review and should have no issues meeting the planning and zoning requirements.

Mr. Kueffner **moved** to authorize Design Development, incorporating the value management items described on June 25, 2020. Mr. Weyel seconded the motion.

The motion **passed** unanimously.

6. REVIEW JUNE INVOICE PACKAGE

Ms. deVecchis **moved**, effective June 25, 2020, to approve TSKP Studio invoice number 4 for architectural services and Colliers International invoice number 6307 for project management services related to Project #078-0068N Mansfield Elementary School. Mr. Weyel seconded the motion.

The motion **passed** unanimously.

7. OTHER MATTERS COMING BEFORE THE COMMITTEE

Items raised for possible further future discussion include a summary letter of expenses, coordinated effort for funding wells, and irrigation systems on ball fields.

8. ADJORNMENT

Mr. Kueffner **moved** to adjourn the meeting at 6:14PM. Ms. deVecchis seconded the motion.

The motion **passed** unanimously.

Respectfully Submitted,

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