

## DRAFT MINUTES

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

Members Absent: Mary deVecchis, Kelly Lyman

Staff Present: Cherie Trahan, Director of Finance; Allen Corson, Director of Facilities Management

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

1. CALL TO ORDER

Meeting called to order at 4:32PM by Chairman Randy Walikonis.

2. APPROVAL OF MINUTES

Ms. Day **moved** to approve the minutes of the February 13, 2020 meeting.  
Mr. Weyel seconded the motion.

The motion **passed** unanimously.

3. PUBLIC COMMENT

None

4. OWNERS PROJECT MANAGER UPDATE

Mr. Pellman told the Committee that the awarded Estimator contract is being reviewed and will be finalized before the next meeting. He then spoke about the billing process for Colliers International and told the Committee that going forward he will provide a financial spreadsheet showing a summary of the billing to date. Other topics discussed were the Net Zero Team meeting that is scheduled for March 10, 2020 and arranging an introduction to the Sustainability Committee at their next meeting.

5. ARCHITECTS UPDATE

Mr. Szczypek discussed upcoming presentations that include a conceptual preview of building designs with educators on March 17, a full conceptual design presentation to the Committee on March 25 and a full schematic design presentation to the Committee on April 23. Representatives from TSKP showed the Committee design and sample layouts of Net Zero strategies for food service, exterior walls and windows, daylighting in classrooms and mechanical equipment for the building

6. APPROVAL OF INVOICES

Mr. Ferrigno made a **motion** to move, effective February 27, 2020, to approve Collier's invoice number 4942 and number 5103 for payment for their project management services, and TSKP Studio invoice number 1 for architectural 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

The Committee shared comments about recent school tours.

8. ADJORNMENT

Mr. Kueffner **moved** to adjourn the meeting at 5:45PM. Ms. Moran seconded the motion.

The motion **passed** unanimously.

Respectfully Submitted,

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