

## DRAFT MINUTES

Members Present: Randy Walikonis, Chris Kueffner, Steve Ferrigno, Toni Moran, Chris McNaboe, Mary deVecchis, Madison Day, Rich Weyel, Kathy Ward, Ryan Aylesworth, Kelly Lyman

Staff Present: Allen Corson, Director of Facilities Management; Charmaine Bradshaw-Hill, Director of Finance; Margaret Chatey

Guests: Adam Levitus (Colliers International), Scott Pellman (Colliers International), Jeff Brown (TSKP Studio), Ryszard Szczypek (TSKP Studio), Lauren Mello (Fuss & O'Neil), Al Howat (Newfield Construction); Lauren Rodriguez (Principal, Southeast Elementary School)

1. CALL TO ORDER

Meeting called to order at 4:01PM by Chairman Randy Walikonis.

2. APPROVAL OF MEETING MINUTES

Ms. McNaboe **moved** to approve the AMENDED minutes of the January 27, 2022 regular meeting. Mr. Kueffner seconded the motion.

The motion **passed** unanimously.

3. OPM UPDATE

Mr. Levitus provided a project status update which included details about roofing work and interior wall framing. He told the Committee that they are working with the Town Information Technology department on coordinating a fiber run schedule for internet service. Mr. Levitus also told the Committee that the geothermal status remains the same because work could not be performed due to the ground being frozen.

Mr. Howat spoke to the Committee about the construction schedule and informed them that crews would be making up time to ensure there are no roofing delays. There was discussion of the August 2022 substantial completion date with mention of possible areas of conflict with FF&E and the gym. Mr. Howat told the Committee that the biggest risk is still material procurement.

Mr. Levitus and Mr. Howat answered questions from the Committee about the construction schedule.

4. ARCHITECTS UPDATE

Mr. Szczypek shared his concern with the construction schedule and project completion date. He spoke to the Committee about the timeline for bringing in

furniture and demolition of Southeast School. The Committee and Project Management team discussed concerns with the new school opening date.

5. CONTRACTOR UPDATE

Mr. Howat shared aerial photos of the site, and pointed out roofing for all wings of the building, location of PV posts, and steel joist in the gym. He also shared interior photos showing room being framed and duct work being installed.

6. POTENTIAL CHANGE ORDER REVIEW

Ms. deVecchis made a **motion** to award FFE Category EQ2a for Equipment, Outdoor Maintenance of the Aerial Lift to Insalco Corporation in the amount of \$12,990.00. Mr. Kueffner seconded the motion.

The motion **passed** unanimously.

Ms. deVecchis made a **motion** to approve the quote from Kahn Tractor Equipment dated 2-8-2022 in the amount of \$37,696.07 for a Kubota tractor under State Contract 17PSX0118. Ms. Day seconded the motion.

The motion **passed** unanimously.

Ms. deVecchis made a **motion** to increase the purchase order amount for Independent Materials Testing Lab (IMTL) from \$80,000.00 to \$105,000 for ongoing testing services. Mr. Ferrigno seconded the motion.

The motion **passed** unanimously.

Ms. O'Neil shared information about the new septic line needed for the concession stand system. Mr. Szczypek spoke to the Committee about the necessary steps that were taken in the process leading to the change order.

Ms. deVecchis made a **motion** to approve PCO-046R dated 1-28-2022 in the amount of \$17,965.34 for concession stand leaching system changes. Mr. Ferrigno seconded the motion.

The motion **passed** unanimously.

7. ADJORNMENT

Ms. deVecchis **moved** to adjourn the meeting at 5:32PM. Mr. Ferrigno seconded the motion.

The motion **passed** unanimously.

Respectfully Submitted,

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