

DRAFT MINUTES

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

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

Guests: Adam Levitus (Colliers International), Scott Pellman (Colliers International), Jeff Brown (TSKP Studio), Al Howat (Newfield Construction)

1. CALL TO ORDER

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

2. APPROVAL OF 09/08/2022 MEETING MINUTES

Ms. Ward **moved** to approve the minutes of the September 8, 2022 regular meeting. Mr. Ferrigno seconded the motion.

The motion **passed** with Ms. McNaboe abstaining from the vote.

3. OPPORTUNITY FOR PUBLIC INPUT

None

4. CONTRACTOR UPDATE

Mr. Howat shared aerial photos of the site, pointing out the progress of the parking lot, bus loop, playground area, rain garden area, and photo voltaic panels on the roof of the building.

Mr. Weyel joined the meeting at 4:08PM

Mr. Howat then shared ground level and building interior photos, pointing out the loading dock area, canopy framing, classroom doors and ceilings, acoustical panels, and the sprinkler system. The Committee discussed installation of the elevator and the status of obtaining parts for the generator. Lastly, Mr. Howat gave an update on the procurement log, letting the Committee know which items have been received in and will be removed from the list.

5. ARCHITECT UPDATE

Mr. Brown told the Committee that he has been visiting the site a few times per week and working with the contractors on catching and resolving issues. He also spoke to the Committee about work being done with the doors and partitions in the toilet rooms.

6. OPM UPDATE

Mr. Levitus spoke to the Committee about progress and sequence for finishing the project and the status of the digital wall covering. The Committee discussed size and location of the roadway sign.

Mr. Weyel left the meeting at 5:02PM

Mr. Kueffner made a **motion** to proceed with finalizing the monument sign location and design proposed by Merje Consulting at the $\frac{3}{4}$ size with modified fencing as proposed by Richter and Cegan. Ms. McNaboe seconded the motion.

The motion **passed** by a vote of 7 to 1.

<u>FOR:</u>	<u>AGAINST:</u>	<u>ABSENT:</u>
Kueffner	Walikonis	Weyel
McNaboe		
Day		
deVecchis		
Ferrigno		
Moran		
Ward		

Mr. Levitus provided an update on the project timeline and substantial completion date.

7. POTENTIAL CHANGE ORDER / PROCUREMENT REVIEW AND APPROVAL

Ms. McNaboe made a **motion** to approve PCO-110 dated 9-19-2022 in the amount of \$3,405.47 for removal of trees along the southern property line at the location of the new playground. Ms. Day seconded the motion.

The motion **passed** unanimously.

Mr. Ferrigno made a **motion** to approve PCO-111 dated 9-19-2022 in the amount of \$1,006.09 for additional drywall at the gym storefront. Ms. deVecchis seconded the motion.

The motion **passed** unanimously.

Ms. deVecchis made a **motion** to approve PCO-114 dated 9-20-2022 in the amount of \$14,710.07 for fall protection at skylights. Ms. McNaboe seconded the motion.

The motion **passed** unanimously.

Mr. Ferrigno made a **motion** to authorize SBC Chairman to approve PCO-115 as negotiated for enhanced buffer plantings and landscaping for an amount not to exceed \$22,574.80. Ms. McNaboe seconded the motion.

The motion **passed** unanimously.

8. REVIEW AND APPROVAL OF PROJECT INVOICES

Ms. deVecchis made a **motion** to approve the monthly invoice packet for August 2022 dated 09-22-2022 including invoices from BVH, CES, Colliers Project Leaders, GovConnection, Langan, MHA, TSKP Studios, and WB Meyer in the amount of \$86,225.43 and Newfield's Application for Payment #16 in the amount of \$1,915,467.75 for a total Approval of \$2,001,693.18. Mr. Ferrigno seconded the motion.

The motion **passed** unanimously.

9. ADJORNMENT

Mr. Dart spoke to the Committee about transition plans, possible soft opening / open house prior to move in, classroom set-ups, grand opening and ribbon cutting.

Mr. Kueffner **moved** to adjourn the meeting at 5:43PM. Ms. deVecchis seconded the motion.

The motion **passed** unanimously.

Respectfully Submitted,

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