

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, Communications Specialist; Jaime Russell, Director of Information Technology; Sheri Baczanski, Public Works Specialist

Guests: Adam Levitus (Colliers International), Scott Pellman (Colliers International), Jeff Brown (TSKP Studio), Ryszard Szczypek (TSKP Studio), Susan Pinckney (TSKP Studio), Al Howat (Newfield Construction); Lauren Rodriguez (Principle, Southeast Elementary School)

1. CALL TO ORDER

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

2. APPROVAL OF MEETING MINUTES

Mr. Kueffner **moved** to approve the AMENDED minutes of the January 13, 2022 regular meeting. Ms. Day seconded the motion.

The motion **passed** unanimously.

3. OPM UPDATE

Mr. Levitus provided a high level update on project schedule and construction progress. He told the Committee that the weather continues to be the biggest challenge and that there are no major labor issues at this point. He also informed the Committee that procurement of materials is still on schedule.

Ms. deVecchis joined the meeting at 4:07PM

Mr. Levitus spoke to the Committee about the progress of the roofing and walls and referred to these as key points. He informed them that due to weather conditions, roofing was approximately two weeks behind but it should not affect the project completion date or school opening date. The Committee discussed the geothermal issue's impact on the building construction and the effects of pouring concrete during the cold weather months.

4. ARCHITECTS UPDATE

Mr. Szczypek spoke to the Committee about the importance of moving quickly with authorizing purchase orders for FF&E and IT awards to help ensure materials are received on time. Mr. Brown told the Committee that we are still on top of submittals.

5. CONTRACTOR UPDATE

Mr. Howat shared aerial photos of the site, focusing on the completed B wing. He pointed out the completed steel and decking in area A and told the Committee that they are setting steel in area C. He went on to show side view photos of area A and area B. Mr. Howat told the Committee that the majority of the exterior walls will be framed and sheathed in the next couple of weeks which means interior construction can begin.

6. POTENTIAL CHANGE ORDER REVIEW

Ms. Ward made a **motion** to approve PCO-050 dated 1-21-2022 in the amount of \$2,541.33 for the routing of panelboard feeders outside of the building. Ms. McNaboe seconded the motion.

The motion **passed** unanimously.

7. REVIEW AND APPROVAL OF PROJECT INVOICES

Ms. deVecchis made a **motion** to approve monthly invoice packet for December 2021 dated 01-27-2022 including invoices from CIRMA, Colliers Project Leaders, Independent Materials Testing Labs, TSKP Studios, and Weston & Sampson in the amount of \$100,138.54 along with Newfield's Application for Payment #8 in the amount of \$1,966,811.02 for a total Approval of \$2,066,949.56. Mr. Weyel seconded the motion.

The motion **passed** unanimously.

8. FFE / IT PACKAGES

Ms. Pinckney shared **FF& E bid** tabulations and gave award recommendations.

- Ms. Day made a **motion** to award **FFE Category A** for Administrative Desks to *Interscape Commercial Environments* in the amount of \$13,195.00. Mr. Kueffner seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **FFE Category CL** for Classroom Seating & Desks to *Robert H Lord Company Inc.* in the amount of \$254,708.49. Mr. Kueffner seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **FFE Category EQ1** for Equipment, Indoor Maintenance to *Hillyard Inc.* in the amount of \$38,876.87. Mr. Kueffner seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **FFE Category EQ2c** for Equipment, Outdoor Maintenance (Snow Blower) to *Insalco Corporation* in the amount of \$4,011.63. Ms. McNaboe seconded the motion.
The motion **passed** unanimously.

- Ms. Day made a **motion** to award **FFE Category EQ3** for Equipment, Smallwares to *Hillyard Inc.* in the amount of \$1,011.19. Mr. Kueffner seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **FFE Category M** for Miscellaneous to *Insalco Corporation* in the amount of \$145,589.17. Mr. Kueffner seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **FFE Category PR** for Pre-K Rugs to *Lakeshore Learning Materials, LLC* in the amount of \$2,423.28. Mr. Kueffner seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **FFE Category U** for Upholstered Furniture to *WB Mason Co. Inc.* in the amount of \$8,205.00. Mr. Kueffner seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **FFE Category CS** for Classroom Storage and Breakout to *WB Mason Co. Inc.* in the amount of \$260,459.00 at the recommendation of TSKP Studio. Mr. Kueffner seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **FFE Category LD** for Library Desk to *Red Thread Spaces LLC* in the amount of \$6,957.00 at the recommendation of TSKP Studio. Ms. deVecchis seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **FFE Category LR** for Library Ranges to *Pro Systems Installation Inc.* in the amount of \$55,034.49 at the recommendation of TSKP Studio. Ms. deVecchis seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **FFE Category SF** for Other School Furnishings to *WB Mason Co. Inc.* in the amount of \$88,792.00 at the recommendation of TSKP Studio. Mr. Kueffner seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **FFE Category AT** for Administrative Seating & Table to *WB Mason Co. Inc.* in the amount of \$146,529.00 at the recommendation of TSKP Studio. Mr. Kueffner seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **FFE Category CF** for Cafeteria & Cushion Caddies to *Red Thread Spaces LLC* in the amount of \$89,207.00 at the recommendation of TSKP Studio. Ms. deVecchis seconded the motion.

The motion **passed** unanimously.

Mr. Russell shared **Information Technology** bid tabulations and gave award recommendations.

- Ms. Day made a **motion** to award **IT Category 1** for Telecom and MDF Equipment and its Installation to *Total Communications, Inc.* in the amount of \$33,463.03. Mr. Kueffner seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **IT Category 2a** for Data Network Equipment, including the UPS equipment, to *Atlantic Computing Technology Corp.* in the amount of \$147,279.73. Ms. deVecchis seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **IT Category 2b** for Fiber Utilities to *ChimeNET, Inc.* in the amount of \$32,500.00. Mr. Kueffner seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **IT Category 3** for Wireless Access Points to *Atlantic Computing Technology Corp.* in the amount of \$81,277.90. Ms. deVecchis seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **IT Category 4** for Printers to *ACT Group* in the amount of \$20,464.00. Ms. deVecchis seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **IT Category 5a** for Audio Visual to *RnB Enterprises, Inc.* in the amount of \$359,737.35. Ms. deVecchis seconded the motion.
The motion **passed** unanimously.
- Ms. Day made a **motion** to award **IT Category 5b** for Information Technology to *GovConnection, Inc.* in the amount of \$74,212.29. Ms. deVecchis seconded the motion.
The motion **passed** unanimously.

9. ADJORNMENT

Mr. Kueffner **moved** to adjourn the meeting at 5:37PM. Ms. McNaboe seconded the motion.

The motion **passed** unanimously.

Respectfully Submitted,

Tasha N. Smith

Executive Assistant, Town Manager's Office