

SUBJECT TO APPROVAL

MEETING DATE: MONDAY, MARCH 20, 2023, AT 5:30P.M.

MEETING PLACE: ZOOM

NEW ELEMENTARY SCHOOL BUILDING COMMITTEE MEETING MINUTES

MEMBERS PRESENT: Chairman Graham Curtis, Sharon Shoemaker, Amanda Mitchell, Tina Szwejkowski, Bob Blundon, Woodie Weiss

MEMBERS ABSENT: Diana Colcord, George Noewatne

OTHERS PRESENT: Adam Levitus, Owner's Representative Project Manager (OPM) from Colliers Project Leader; William McMinn, Director of Facilities; Justin Hopkins and Jeff Wyszynski from Tecton Architect; Nick Conti from Gilbane

1. Call to Order

Chairman Curtis called the meeting to order at 5:32pm.

2. Public Comments

None.

3. Approval of Minutes: March 6, 2023

Building Committee member Sharon Shoemaker made the motion to approve the March 6, 2023 minutes as submitted. Seconded by Building Committee member Amanda Mitchell.

IN FAVOR: Chairman Graham Curtis, Sharon Shoemaker, Amanda Mitchell, Tina Szwejkowski, Bob Blundon, Woodie Weiss

OPPOSED: None

ABSTAINED: Woodie Weiss

4. Architect's Update

Mr. Hopkins shared an updated site layout and parking plan. Regarding parent / school pickup and drop off, there was a reconfiguration of what was formerly identified. This plan was also reviewed with the transportation department, and with school administration. In addition, traffic studies are being done and the traffic engineer is conducting additional counts.

An updated main level floor plan was also shared – Mr. Hopkins states they have not deviated much from what was previously shown, with the exception of some updates to classroom / curriculum areas, storage and custodial locations to make sure they are providing all of the infrastructure for everyone that maintains the building.

Submission to cost estimators are due Friday (3.24.23), and from there the cost estimation will be approximately 3 weeks, followed by the cost estimate reconciliation.

An ACCA meeting is scheduled for April and the inland wetlands application was received with a site visit held on 3.18.23

5. Construction Manager's Update

Mr. Conti states there's a three-week duration from starting estimating and getting to reconciliation. This kicks off a refinement of their site logistics plan, which a generic plan was submitted as part of their proposal back at the RFP stage for this project. Now that there's

more details in terms of design, the site can be refined. Pre- construction coordination will start with various members of the Town, such as Police, Fire etc.

6. OPM Update

Mr. Levitus reviewed the upcoming schedule. After discussions, it was suggested that the two upcoming meetings for April can be cancelled, and a special meeting on April 24th would be held since most of the discussions to be had will be after the DD estimates reconciliation and review.

7. Procurement Review / Approvals

a. GeoExchange Testing

Building Committee member Woodie Weiss made the motion to award the contract for GeoExchange Testing services to Sima per their RFP response dated 3/9/2023 in the amount of \$34,180.00. Seconded by Building Committee member Bob Blundon and unanimously approved

8. Review and Approval of Invoice Packet

Building Committee member Sharon Shoemaker made the motion to approve invoice packet dated 03/20/2023 including invoices from Colliers, Hearst Media, and Tecton for a total Approval of \$190,725.28. Seconded by Building Committee member Woodie Weiss and unanimously approved.

9. Public Comments

None.

10. Remarks

None.

11. Adjournment

Building Committee member Sharon Shoemaker made the motion to adjourn at 6:08pm; seconded by Building Committee member Woodie Weiss and unanimously approved.

Respectfully submitted,
Racquel Stubbs