

## SUBJECT TO APPROVAL

MEETING DATE: MONDAY, JUNE 20, 2022 AT 5:30P.M.

MEETING PLACE: ZOOM

### NEW ELEMENTARY SCHOOL BUILDING COMMITTEE MEETING MINUTES

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

**MEMBERS ABSENT:** Diana Colcord

**OTHERS PRESENT:** Bill McMinn, Director of Facilities; Adam Levitus and Charles Warrington, Owner's Representative Project Manager (OPM) from Colliers Project Leader; Katie Stein – BOF liaison; Jeff Wyszynski and Justin Hopkins from Tecton Architects; Craig Razza from Kohler Ronan Consulting Eng.

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

**1. Public Comments**

None

**2. Approval of Minutes: June 6, 2022; June 13, 2022 & June 15, 2022**

**Building Committee member Woodie Weiss made the motion to approve the minutes for June 6, 2022, June 13, 2022 and June 15, 2022. Seconded by Building Committee member Bob Blundon and unanimously approved.**

**3. Website Discussion**

Mr. McMinn stated he met with Mr. Levitus and the Town's IT department to review the new elementary school building commission webpage- the page would be updated with documents that can be accessed by the public. Also, adding a generic contact for the SBC members for additional comments.

**4. Commissioning Discussion**

Mr. Warrington gave an overview of commissioning by stating it is an integrated process where a third-party entity is brought in to assist the owner during the design process and final observation of the MEP systems and building.

The RFP process for commissioning was also discussed where qualifications and proposals will be received at the same time, and shortlisted to four firms (maximum) for interview.

**5. Calendar / Schedule Overview**

Mr. Levitus reviewed the schedule and calendar for the remainder of the year.

**6. Public Comments**

None

**7. Remarks**

None

**8. Adjournment**

**Chairman Curtis made the motion to adjourn at 6:05pm; and it was unanimously approved.**

Respectfully submitted,  
Racquel Stubbs