

**SUBJECT TO APPROVAL**

MEETING DATE: TUESDAY, JULY 5, 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; Seth Klaskin- BOE liaison, Katie Stein – BOF liaison

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Chairman Curtis called the meeting to order at 5:30pm.

**1. Public Comments**

None

**2. Approval of Minutes: June 20, 2022**

**Building Committee member Woodie Weiss made the motion to approve the minutes of June 20, 2022 as submitted. Seconded by Building committee member Amanda Mitchell and unanimously approved.**

**3. Construction Manager Draft RFQ Review**

Mr. Levitus reviewed the RFQ which will be published on July 8<sup>th</sup>.

**4. Commissioning Agent Draft RFP Review**

Mr. Levitus states the Request for Qualifications and Proposals for commissioning agent are combined as one and will be published on July 8<sup>th</sup>.

**5. Invoice Packet Review**

**Building Committee member Amanda Mitchell made the Motion to approve monthly invoice packet for May 2022 dated 07-05-2022 including an invoice from Colliers Project Leaders for a total Approval of \$12,785.25. Seconded by Building Committee member Woodie Weiss and unanimously approved.**

**6. Public Comments**

None

**7. Remarks**

None

**8. Adjournment**

**Chairman Curtis made the motion to adjourn at 5:42pm; and it was unanimously approved.**

Respectfully submitted,  
Racquel Stubbs