

**SUBJECT TO APPROVAL**

MEETING DATE: TUESDAY, AUGUST 1, 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, Owner's Representative Project Manager (OPM) from Colliers Project Leader; Seth Klaskin- BOE liaison

---

Chairman Curtis called the meeting to order at 5:35pm.

**1. Public Comments**

None

**2. Approval of Minutes: July 5, 2022**

**Building Committee member George Noewatne made the motion to approve the minutes of July 5, 2022 as submitted. Seconded by Building committee member Sharon Shoemaker and unanimously approved.**

**3. Construction Manager RFQ Responses**

- a. Identify short list OR if informal discussions with firms desired

Chairman Curtis states this is a two-step process and there's the potential for up to four firms to be selected for an interview. Qualifications were received from the following firms: Prete Construction Company Inc, DIMEO, Downes Construction Company, GILBANE, Newfield Construction, O&G Industries Inc and SKANSKA. Mr. Levitus gave a brief overview of each firms. After discussions, the following motion was made.

**Building Committee member Sharon Shoemaker made the motion to shortlist Newfield Construction, O&G Industries, Gilbane and Dimeo for Construction Manager RFP. Seconded by Building Committee member George Noewatne and unanimously approved.**

**4. Commissioning Agent RFP Responses**

- a. Select firm OR if interviews desired OR if more time to review desired

The following five firms submitted RFP / RFQ responses: vanZelm, Colliers Project Leaders, BVH, M/E Engineering PC and Horizon Engineering Associates. After discussions, **Building Committee member Woodie Weiss made the motion to interview vanZelm, BVH and Horizon Engineering Associates for Commissioning Agent. Seconded by George Noewatne and unanimously approved.**

Interviews will be held on August 8, 2022 via zoom.

**5. Comments on Architect Workshop Events/Schedule**

Mr. Levitus reviewed the upcoming schedule / calendar for August 2022. The committee discussed September 7<sup>th</sup> & September 12<sup>th</sup> as placeholders for the Construction Manager interviews -which will be in person. The outline of workshops / stakeholder outreach that was proposed by Tecton was briefly discussed. Mr. Levitus noted that this is a work in progress and not publicly published as Dr. Cooke (Superintendent of Schools) is looking to coordinate other dates with upcoming events.

Building Committee member Tina Szwejkowski states the outreach should also incorporate the kids which can involve lessons about architecture, building or engineering etc. She further asked about school principal stakeholders and their input and how that will be received. Mr. McMinn states he has been working with the principals of the elementary and intermediate schools on the alterations for the K-wing and states Tecton will be including some of those changes for the new school.

**6. Public Comments**

None

**7. Remarks**

None

**8. Adjournment**

**Building Committee member Bob Blundon made the motion to adjourn at 6:18pm; seconded by Building Committee member Sharon Shoemaker and unanimously approved.**

Respectfully submitted,  
Racquel Stubbs