

## SUBJECT TO APPROVAL

Academy Community Center Building Committee  
Special Meeting  
Tuesday, August 30, 2022, 5:15 p.m.  
Town Campus, Hammonasset Room

### Meeting Minutes

Chair, Joe Ballantine called the meeting to order at 5:15 p.m. In attendance: Chair, Joe Ballantine, Vice Chair David Speerli, Anne Kelley, Eileen Davis, Joan Walker, Joe Paradiso and AJ Miller. Staff: Bill McMinn, Facilities Director; Erin Mannix, Town Planner; Jaclyn Lehet, Executive Assistant.

1. Public Comment.

None.

2. Owners Project Manager Interview/Presentation:

a. L M Stewart Associates – 5:30 p.m.

Larry Stewart from L M Stewart Associates introduced himself. L. Stewart is the Principal Owner and his company provides Construction Management Services, to include: Construction Management as Advisor, Owner's Representative Services, Inspection Services, Project Management, Specification Writing, Construction Consultant and Contract Administration. He discussed the following: weekly and monthly goals, scheduling, communication, quality control before, during and after project completion. Some challenges may include procurement, mitigation, time and budget, he noted the importance of holding contractors to their schedule to avoid further supply line issues. L. Stewart ended by discussing his current projects, contractors/architects he has worked with and his passion for his work. The Committee thanked Mr. Stewart for his presentation.

b. Colliers Project Leaders – 6:30 p.m.

Colliers Project Leaders introduced their core team; Marc Sklenka, Project Director, Adam Levitus, Project Manager, Judy Denny, Assistant Project Manager and Joe Luciano, Construction Oversight/Quality Assurance. Colliers explained their history with the building/project including; conversion, budget, Madison Historic District, maintaining character, ADA Compliance, geothermal and seeking additional grant funding; noting that Collier's has a grant writing department. They offered examples of similar projects, including Senior Centers, Community Centers and Madison's E.C Stranton Memorial Library. They discussed the design phase, construction phase, move management, pro-active approach, safety and the large number of contractors they have worked with in the State. Collier's ended by expressing their familiarity with the town developing project budgets and pre-referendum support, and their commitment to seeing the project through. The Committee thanked Colliers for their presentation.

3. Public Comment.

None.

4. Remarks.

The Committee discussed and reviewed the presentations, RFP/Qs and reference options.  
The Committee agreed to hold the Tuesday, September 6<sup>th</sup> meeting in-person.

5. Adjourn.

There being no objection, the Committee adjourned at 8:00 p.m.  
Respectfully submitted,  
Jaclyn Lehet