

**SUBJECT TO APPROVAL**

MEETING DATE: MONDAY, OCTOBER 17 AT 5:30P.M.

MEETING PLACE: ZOOM

NEW ELEMENTARY SCHOOL BUILDING COMMITTEE REGULAR MEETING  
MINUTES

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

**MEMBERS ABSENT:** Diana Colcord, Amanda Mitchell

**OTHERS PRESENT:** Bill McMinn, Director of Facilities; Adam Levitus, Owner's Representative Project Manager (OPM) from Colliers Project Leader; Justin Hopkins, Jeff Wyszynski and Antonia Ciaverella from Tecton Architect, Seth Klaskin- BOE, Nick Conte from Gilbane.

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**1. Call to Order**

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

**2. Public Comments**

None.

**3. Approval of Minutes: October 3, 2022**

**Building Committee member Bob Blundon made the motion to approve October 3, 2022 minutes, subject to discussions. Seconded by Building Committee member Sharon Shoemaker and unanimously approved.**

**4. Review and Approval of Project Invoices**

**Building Committee member Woodie Weiss made the motion to approve invoice packet dated 10/17/2022 including invoices from Colliers Project Leaders and Tecton Architects for a total Approval of \$151,067.00. Seconded by Building Committee member Bob Blundon and unanimously approved.**

**5. Architects Update**

Justin Hopkins from Tecton Architects provided a brief project overview of previous meetings that were held with various contractors and gave an update of their bi-weekly working group meetings. Since the last meeting, the group has met with Eversource (Building Committee member Woodie Weiss was also present) -to engage a third-party sub consultant to validate reimbursement dollars that are being sought out. Mr. Hopkins states a kickoff meeting was held with Gilbane and also upcoming is a kickoff meeting with the commissioning agent and building systems engineers. Lastly, the schematic design submission is scheduled for Oct 25<sup>th</sup> - a first cost estimate of the project.

**6. OPM Update**

**A. Eversource update and potential procurement**

This is a third-party reviewer in addition to the MEP consultants that were hired for review this project.

**Building Committee member Woodie Weiss made the motion to authorize the SBC chairman to review and approve a purchase order for design review and other services from Eversource and its consultants in order to meet the requirements of the Eversource 'Path 1' grant process (not to exceed \$10,000.00). Seconded by Building committee member George Noewatne and unanimously approved.**

**B. Forthcoming design / estimate review process**

Design submission will be received from Tecton on October 25<sup>th</sup>. Town staff and Colliers will review and generate questions and comments for the documents. Building Committee members will also get a copy of the documents for review – comments are due Nov15<sup>th</sup>.

Mr. Levitus reviewed upcoming calendar target dates / meetings.

**7. Public Comments**

None

**8. Remarks**

None

**9. Adjournment**

**Building Committee member Sharon Shoemaker made the motion to adjourn at 6:00pm; seconded by Building Committee member Tina Szwejkowski and unanimously approved.**

Respectfully submitted,  
Racquel Stubbs