

**SUBJECT TO APPROVAL**

MEETING DATE: MONDAY, MACRH 6, 2023, AT 5:30P.M.

MEETING PLACE: ZOOM

NEW ELEMENTARY SCHOOL BUILDING COMMITTEE MEETING MINUTES

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

**MEMBERS ABSENT:** Diana Colcord, Woodie Weiss, George Noewatne,

**OTHERS PRESENT:** Adam Levitus, Owner's Representative Project Manager (OPM) from Colliers Project Leader; William McMinn, Director of Facilities; Justin Hopkins and Jeff Wyszynski from Tecton Architect; Nick Conti from Gilbane

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**1. Call to Order**

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

**2. Public Comments**

None.

**3. Approval of Minutes: February 21, 2023**

**Building Committee member Sharon Shoemaker made the motion to approve the February 21, 2023 minutes as submitted. Seconded by Building Committee member Tina Szwejkowski and unanimously approved.**

**4. Architect's Update**

Justin Hopkins provided a brief update on meetings held with members of the town on technical requirements – such as food service equipment, storage areas, instructional storage areas, custodial storage space etc. and are simultaneously updating the documents with their consultants.

A meeting with the Board of Selectmen is scheduled for 3.14.23 to provide an update on the overall floor and site plan.

They have also been coordinating the request for additional parking on the site.

Upcoming are submissions to the inland wetland agency and Advisory Committee.

**5. OPM Update**

Mr. Levitus reviewed the proposed high-level schedule for the next two months – target topics and action items. He states DD documents are due from the design team on 3.21.23 which will start the process of a more formal design review. The estimate reconciliation meeting is scheduled for 4.14.23 which will give a sense of where some of the numbers align. Building Committee member Sharon Shoemaker asked if the Land Trust purchased went through. Chairman Graham states yes, it was voted on during a public meeting. He further states as we move into inland wetland and P&Z intakes, the biggest issue for neighbors, is traffic, and the possible impacts of the intersection and parent drop-offs & pickups. He states an in-depth analysis is needed. Per Mr. Levitus, included in the SBC package, is a quote from Will Walter, Civil Site Group Manager from Benesch to provide additional traffic study which includes counts at the local elementary school for parent drop-off and pickups; counts at

Mungertown / Green Hill intersection; and an analysis & memorandum of findings and recommendations for a lump sum of \$4800.

After discussions, the following motion was made:

**Building Committee member Tina Szwejkowski made the motion to approve an Amendment #1 to Tecton's contract in the amount of \$4800.00 for additional Traffic Study services via the project's Civil Engineer, Benesch, per quote outlined in correspondence dated 3/6/2023. Seconded by Building Committee member Sharon Shoemaker and unanimously approved.**

**Construction Manager's Update**

Mr. Conti states with the impending issuance of the DD Documents they will start to coordinate the mechanical electrical plumbing (MEP) system as well as the structural components due to supply chain issues. They also have a number of projects throughout the State that have bidding packages due in the next few weeks which will be a benchmark to see if their estimates are too high, or too low, as some of the same materials in this building are in some of the other buildings.

**6. Public Comments**

None.

**7. Remarks**

None.

**8. Adjournment**

**Building Committee member Sharon Shoemaker made the motion to adjourn at 5:58pm; seconded by Building Committee member Bob Blundon and unanimously approved.**

Respectfully submitted,  
Racquel Stubbs