

## SUBJECT TO APPROVAL

Academy Community Center Building Committee  
Tuesday, March 28, 2023, 5:30 p.m.  
Remote via Zoom - Only  
**Regular Meeting Minutes**

Chair Joe Ballantine called the Regular Meeting of Tuesday, March 28, 2023 to order at 5:35 p.m.  
Board members present: Selectman Al Goldberg, Eileen Davis, AJ Miller, Anne Kelley, David Speerli

Others present: Marc Sklenka (Colliers), John Koplak (Colliers), Austin Hall (Dir. Beach and Rec), Tom Arcari (QA+M)

1. Public Comment.

William Stableford, Chair of the Academy Building Advisory Committee reports that committee will publish its findings on the programming and design elements proposed by the community that were collected in a public survey and community focus groups. The report will be available on the Town website.

2. Approval of Minutes: March 13, 2023

**MOTION** by Eileen Davis seconded by Anne Kelley

There is a discussion related to the second paragraph of item 3 which states the referendum did not reference a “commercial kitchen”. Joe Ballantine points out that this contradicts a subsequent letter written by First Selectman Lyons in support of a grant application in which she used the term commercial kitchen. Selectman Goldberg comments that the term commercial kitchen means different things to different people, and agrees the board should be conscious of how it uses the term. At present the term is yet to be defined by the board. No change will be made to item 3.

AJ Miller requests clarification of item #6 – his recollection was that Eileen Davis and Joe Ballantine would schedule the visits and then invite other board members to attend if it fit their schedules.

AJ Miller suggests amending item 6 to say that Eileen Davis and Joe Ballantine will schedule visits to community centers.

**MOTION** by Eileen Davis seconded by Anne Kelley to amend item 6 as noted above.

**Vote:** this motion as amended passes unanimously.

3. Colliers Report and introduction of new Project Manager

Marc Sklenka introduces John Koplak, a senior project manager with Colliers who will be assuming Adam Levitus’ role as Project Manager. Marc Sklenka will continue with his involvement with the project. Colliers met with architects to talk about next steps. Colliers did a site walk with the architecture team, Austin Hall, and Scott Cochran.

QA+M contract has been executed and architects are moving forward with project.

4. QA+M Activity Report

The architects have scheduled meetings with Austin Hall (Beach and Rec) and Scott Cochran (Youth and Family Services) to discuss their programming needs. The architects also field walked the site to take general measurements and verify conditions that will be used to create a virtual model used when developing concept designs. A site surveyor has been scheduled to complete the site survey.

A “milestone schedule” has been generated and was shared with the committee. This is a management tool and lists all meetings for next few months; this is a living document and is updated when necessary. Completed items are greyed out. The board is advised that in the next few months they will need to engage an independent estimating firm since the project is not using a construction manager.

Marc Sklenka recommends having a Finance Subcommittee; the finance subcommittee is comprised of Joan Walker, Eileen Davis, and Anne Kelley who will review and approve invoices and change orders with Colliers and the design team and then present their findings to the full committee for a vote.

Marc Sklenka also recommends forming a Working Group subcommittee comprised of representatives from Colliers, the design team, and 1-2 members of the Academy Building Committee. This subcommittee works alongside the project team and is present during the detailed conversations around the design/programming process. This is an effective way of keeping the building committee in lockstep with the project team.

**Motion by** Joe Ballantine that he, David Speerli, and AJ Miller, be the permanent members of the working group and that they have the ability to call on other members of the committee and possibly outside members to bring expertise to the meetings if necessary.

**Vote:** this motion passes unanimously.

Tom Arcari will coordinate with Fuss and O’Neill on the demolition and abatement drawings.

5. Liaison/Committee Members Remarks.

Joe Ballantine reminds the board that beginning 4/25, the Academy Building Committee meetings are going to be hybrid, with a preference that board members join in person.

Al Goldberg confirms that the advisory committee has compiled what they learned from the public into a report that will be available to the community. Al Goldberg would like to remind the community that no decisions about what is to be included in the building have been made and therefore it is premature to engage in a back and forth with members of the public about whether the advisory committee’s report accurately reflects their own personal sentiments about the project.

The board monitors social media and would be willing to hold a Town informational meeting in the future to provide updates to, and receive feedback from, the community on the progress of the project.

Joe Ballantine has reached out to the Windham Community Center and will advise the board when that visit will take place. He has also reached out to Rock Hill.

The next meeting is scheduled for 4/10 and will be held via zoom. Hybrid meetings start 4/25 and will be held at Town Campus – please refer to the schedule for room assignments.

Chair Joe Ballantine will be on vacation 4/30-5/22 and Dave Speerli will chair the 5/8 and 5/23 meetings.

6. Public Comment.

A community member identified only as Kevin submitted a written question about when the minutes of the 3/13 meeting would be posted to the Town website. The minutes were sent to the Town Clerk and Jeanne Stevens will inquire why they have not yet appeared on the website and report back to Joe Ballantine.

7. Adjourn.

There being no objection, the meeting adjourned at 6:32 p.m.

Respectfully submitted,  
Jeanne Stevens