

## SPECIAL MEETING MINUTES

Members Present: Randy Walikonis, Chris Kueffner, Steve Ferrigno, Mary deVecchis, Toni Moran, Chris McNaboe, Madison Day, Kathy Ward; Ryan Aylesworth, Kelly Lyman,

Members Absent: Richard Weyel

Staff Present: Allen Corson, Director of Facilities Management; Charmaine Bradshaw-Hill, Director of Finance; Margaret Chatey, Communications Director;

Guests: Scott Pellman (Project Manager, Colliers International), Ryszard Szczypek (TSKP Studio), Mehmet Sahin (TSKP Studio)

1. CALL TO ORDER

Meeting called to order at 4:03PM by Chairman Randy Walikonis.

2. APPROVAL OF MINUTES

Ms. McNaboe **moved** to approve the amended minutes of the December 10, 2020 meeting. Mr. Ferrigno seconded the motion.

The motion **passed** unanimously.

3. OWNERS PROJECT MANAGER UPDATE

Mr. Pellman went over the 90% Construction Documents. Mr. Szczypek, Mr. Sahin, and Mr. Pellman answered questions from the Committee about proposed alternate materials. The Committee discussed additional recommended alternates that were listed on the construction documents.

Ms. Ward made a **motion** to approve the budget with the alternates as presented on January 7, 2021.

The motion **passed** unanimously.

Mr. Pellman shared the Structural Review bid summary sheet and spoke to the Committee about the six submissions that were received. He concluded his report by going over the updated Milestone Schedule.

4. ARCHITECTS UPDATE

Mr. Szczypek told the Committee that the final add alternate list will be incorporated into the bid forms and shared with all members of the Committee and the Board of Education prior to the joint meeting on January 14, 2021.

Mr. Pellman and Mr. Szczypek spoke to the Committee about the bid opening process.

5. OTHER ITEMS COMING BEFORE THE COMMITTEE

None

6. APPROVALS

Ms. deVecchis **moved** to approve payment in the amount of \$161,386.62 as shown on the December 2020 Invoice Summary Sheet dated January 7, 2021 for services related to the Construction Phase of Project #078-0068N Mansfield Elementary School. Ms. Ward seconded the motion

The motion **passed** unanimously.

Mr. Kueffner made a **motion** to authorize the Town Manager to enter into a contract with Macchi Engineering for structural review services as outlined in their proposal dated January 7, 2021 in the amount of \$6750.00. Ms. McNaboe seconded the motion.

The motion **passed** unanimously

7. ADJORNMENT

Mr. Kueffner **moved** to adjourn the meeting at 5:13PM. Ms. deVecchis seconded the motion.

The motion **passed** unanimously.

Respectfully Submitted,

Tasha N. Smith  
Executive Assistant, Town Manager's Office