

DRAFT MINUTES

Members Present: Randy Walikonis, Mary deVecchis, Madison Day, Richard Weyel, Toni Moran, Chris Kueffner, Chris McNaboe, Kathy Ward, Kelly Lyman, John Carrington

Members Absent: Steve Ferrigno

Guests: Scott Pellman (Project Manager, Colliers International), Ryszard Szczypek (Lead Architect, TSKP Studio), Tai Soo Kim (TSKP Studio), (Jeff Brown (TSKP Studio), Mehmet Sahin (TSKP Studio)

1. CALL TO ORDER

Meeting called to order at 3:46PM by Chairman Randy Walikonis.

2. APPROVAL OF MINUTES

Mr. Weyel **moved** to approve the amended minutes of the January 9, 2020 meeting.
Ms. McNaboe seconded the motion.

The minutes were **approved** as amended. Ms. Ward abstained from voting.

3. PUBLIC COMMENT

NONE

4. PRESENTATIONS BY CANDIDATE FIRMS FOR COMMISSIONING SERVICES

Ms. Day joined the meeting at 3:49PM

Mr. Kueffner joined the meeting at 4:12PM

The Committee heard presentations from CES, Colliers, and IES on their proposed commissioning services for the town and asked questions about their services during design and construction phases of the project, and items such as training current facilities staff to operate the new systems, availability of the firm for assistance after the project is complete and how past issues or problems were addressed and fixed.

5. EXECUTIVE SESSION PURSUANT TO CGS §1-200(6)(E) AND §1-210 (B)24 FOR REVIEW OF SUBMITTED PROPOSALS AND QUALIFICATION: COMMISSIONING AGENTS

At: 5:37PM, Ms. deVecchis **moved** to enter into executive session pursuant to CGS §1-200(6)(E) and §1-210(B)24 for review of submitted proposals and qualifications for commissioning agents and to invite John Carrington, Kelly Lyman, Tai Soo Kim, Ryszard Szczypek and Jeff Brown into the session. Mr. Kueffner seconded the motion.

The motion **passed** unanimously.

The Executive Session concluded and the Committee reconvened in open session at 6:02PM.

6. DISCUSSION AND POSSIBLE ACTION REGARDING SELECTION OF COMMISSIONING AGENT FIRM FOR THE ELEMENTARY SCHOOL PROJECT IN ACCORDANCE WITH CGS §10-287(B)(2)

Mr. Kueffner **moved** to authorize the town to engage CES as Project Commissioning Agent in accordance with CGS §10-287(B)(2). Ms. Day seconded the motion.

The motion **passed** unanimously.

7. OWNERS PROJECT MANAGER UPDATE

Mr. Pellman presented an amendment to the contract with TSKP.

Mr. Kueffner **moved** that the Committee approve Amendment Number 001 dated January 9, 2020 to include CMTA the contract with TSKP Studio. Mr. Weyel seconded the motion.

The motion **passed** unanimously.

Mr. Pellman said that he will contact the Commissioning Agents that were interviewed to share the Committee's decision, and he will get the contract ready.

8. ARCHITECTS UPDATE

Representatives from TSKP Studio spoke to the Committee about additional visits to schools that they designed, Net Zero building strategies, massing concepts and energy benefits of some designs, and future working sessions with the different departments that will utilize the new building.

9. OTHER MATTERS COMING BEFORE THE COMMITTEE

None

10. ADJORNMENT

Mr. Kueffner **moved** to adjourn the meeting at 6:46PM. Ms. deVecchis seconded the motion.

The motion **passed** unanimously.

Respectfully Submitted,

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