

## SCHOOL BUILDING COMMITTEE

Special Meeting Minutes  
Public Online Video Conference (Zoom)

Date: December 20, 2021 6:30PM

*\*Minutes are not official until approved at the next regular meeting*

Member	Position	Present in Person	Present via Zoom	Absent
Phil Stevens	Superintendent of Schools		X	
Erika Wiecenski	Board of Selectmen Representative			X
Mike Makuch	Board of Finance Chairman		X	
Erica Bushior	Board of Education Staff			X
Ann Grosjean	Board of Education Member		X	
Katherine Viveiros	Construction Industry Experience		X	
Gary Anderson	Member at large			
Ralph Tulis	Member at large		X	
Peter Latincsics	Member at large		X	
Justin Niderno	Member at large		X	
Briana Ross	Member at large		X	

### CALL TO ORDER

Chairperson Viveiros called the meeting to order at 6:38PM.

### PRESENT TO SPEAK

None.

### CHAIRPERSON REPORT

Chairperson Viveiros stated that they have hired a recording secretary; her name is Nicole Fusco.

### APPROVAL OF MINUTES

#### A. Regular SBC meeting October 20, 2021

*Motion by Ann Grosjean to APPROVE the minutes from the School Building Committee October 20, 2021 meeting.*

*Ralph Tulis SECONDED the motion.*

*Vote: 8 YES 0 NO*

*All in favor, motion carried unanimously.*

Member	Vote
Ann Grosjean	Y
Mike Makuch	Y
Justin Niderno	Y
Katherine Viveiros	Y
Ralph Tulis	Y

Peter Latincsics	Y
Gary Anderson	Y
Briana Ross	Y

**B. Regular SBC meeting November 17, 2021**

*Motion by Ann Grosjean to APPROVE the minutes from the School Building Committee November 17, 2021 meeting.*

*Peter Latincsics SECONDED the motion.*

*Vote: 8 YES 0 NO*

*All in favor, motion carried unanimously.*

Member	Vote
Ann Grosjean	Y
Mike Makuch	Y
Justin Niderno	Y
Katherine Viveiros	Y
Ralph Tulis	Y
Peter Latincsics	Y
Gary Anderson	Y
Briana Ross	Y

**C. SBC-Land Assessment Sub Committee meeting December 1, 2021**

*Motion by Ralph Tulis to APPROVE the minutes from the School Building Committee December 1, 2021 meeting.*

*Mike Makuch SECONDED the motion.*

*Vote: 7 YES 0 NO 1 ABSTENTION*

*7 members in favor, motion carried.*

Member	Vote
Ann Grosjean	Abstain
Mike Makuch	Y
Justin Niderno	Y
Katherine Viveiros	Y
Ralph Tulis	Y
Peter Latincsics	Y
Gary Anderson	Y
Briana Ross	Y

**COMMUNICATIONS**

The Committee email received a copy of a deed from the First Selectmen's office. It is something for our land assessment subcommittee to consider along with the other town owned properties.

**SUBCOMMITTEE REPORTS**

**Communications Subcommittee:**

Communications subcommittee has not met.

**Land Acquisition Subcommittee:**

Subcommittee has met once. The committee reviewed the matrix; organized the various checklists and added a page for the scoring. The attributes will be on the main page to not become confusing with the scoring. The committee will meet soon and test the matrix on a couple of the town owned properties.

**OLD BUSINESS****a. Review Draft Request for Proposal (RFP) -- Owner's Project Manager**

The working group completed the draft RFP for the Owner's Project Manager. They sent it to both Chris Cykley (Construction Solutions Group) and Colliers for feedback. Then they met again, went through the recommendations and sent a revised copy to all of the SBC members. Superintendent Stevens went through the document with the SBC Committee. Discussion about the submission took place. The SBC committee helped edit parts of the document.

*Motion by Chairperson Viveiros to APPROVE the draft request for the proposal owner's project manager as amended in tonight's meeting, December 20, 2021.*

*Mike Makuch SECONDED the motion.*

**Discussion:**

Peter Latincsics would like to thank the subcommittee for their diligence in putting this all together. He also commented he was concerned about the insurance and would like the subcommittee to have discretion to act on that if someone couldn't meet it and allow them to participate.

Superintendent Stevens wants to thank the committee and folks at CSG and Colliers for their feedback. Chairperson Viveiros shared the same sentiment.

*Vote: 7 YES 0 NO*

*All in favor, motion carried unanimously.*

Member	Vote
Mike Makuch	Y
Justin Niderno	Y
Katherine Viveiros	Y
Ralph Tulis	Y
Peter Latincsics	Y
Gary Anderson	Y
Briana Ross	Y

**NEW BUSINESS****a. School Building Committee Meeting Schedule-2022 (Attachment #1)**

*Motion by Ralph Tulis to APPROVE the School Building Committee meeting schedule-2022*

*Gary Anderson SECONDED the motion.*



**Discussion:**

Ralph Tulis asked if there is nothing on the agenda will meetings be canceled as they have been throughout 2021. Chairperson Viveiros confirmed that is correct and suggested the January 5th, 2022 meeting be cancelled.

***Vote: 7 YES 0 NO***

***All in favor, motion carried unanimously.***

Member	Vote
Mike Makuch	Y
Justin Niderno	Y
Katherine Viveiros	Y
Ralph Tulis	Y
Peter Latinsics	Y
Gary Anderson	Y
Briana Ross	Y

**b. Capital improvement project requests (Attachment #2)**

Superintendent Stevens reviewed the CIP process and Mike Makuch added additional procedural information. Superintendent Stevens shared prior submissions from the Board of Education. The SBC now needs to submit their own requests. The two draft submissions were shared.

Create two submissions:

1. School building project- prek-8th grade school building project. It could be a renovation or new building.
2. School building consultants - future additional funding for consultants for professional services.

Those submissions go to the CIP Committee and are due at the end of December. We do have to submit something before the end of the year 2021.

Discussion regarding reimbursement took place. The SBC made corrections to the requests.

***Motion by Mike Makuch to APPROVE the capital improvement project requests that were shown for the additional \$100,000 for consultants and the \$45 million+ for a future school project as amended in this evening's meeting.***

***Ann Grosjean SECONDED the motion.***

**Discussion:**

Ann Grosjean asked if these would be placed in the 2022-2023 in the first year? Chairperson Viveiros confirmed that is correct.

Mike Mukuch suggested staying on the track we are on so when we are asked to justify why we need more money we are prepared.

Ralph Tulis agreed with Mike Mukuch and stated that we need to be able to explain what we did with the \$100,000.00 we already had.

***Vote: 7 YES 1 NO***

***7 members in favor, motion carried.***

Member	Vote
Ann Grosjean	Y
Mike Makuch	Y
Justin Niderno	Y
Katherine Viveiros	Y
Ralph Tulis	Y
Peter Latincsics	N
Gary Anderson	Y
Briana Ross	Y

### **PRESENT TO SPEAK**

None.

### **ADJOURNMENT**

*Motion by Mike Makuch to ADJOURN the meeting.  
Ralph Tulis SECONDED.*

*Vote: 8 YES*

Member	Vote
Ann Grosjean	Y
Mike Makuch	Y
Justin Niderno	Y
Katherine Viveiros	Y
Ralph Tulis	Y
Peter Latincsics	Y
Gary Anderson	Y
Briana Ross	Y

*Meeting adjourned at 8:17 PM.*

Next regular meeting: January 19, 2022

Nicole Fusco  
School Building Committee Recording Secretary

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TOWN CLERK