

**Waterbury Board of Education  
Building & School Facilities Committee Minutes  
Via ZOOM  
December 6, 2021**

**Call to Order:** 5:30 p.m.

**Present:**

Ann Sweeney, Chairman  
Margaret O'Brien, Commissioner  
Rocco Orso, Commissioner  
Melissa Serrano-Adorno, Commissioner

Donna Cullen, Principal  
Rosh Maghfour, Accounting Manager  
Verna Ruffin, Superintendent of Schools

Brian Grant, Newfield Construction  
Michael LeBlanc, Director of Finance

**Item #1**

*Approval of change order 034 for the Wendell Cross Elementary School Project.*

Mr. Maghfour shared a PowerPoint with a project update.

- Final Certificate of Occupancy issued last month
- Closeout documents 100% complete
- C & M documents 100% complete and will be turned over
- General Trade contractors' retainage will be released this month
- Newfield final project billing will be submitted by the end of December

Mr. Maghfour reviewed the change order. Miscellaneous adds for parking signs, gas piping, et cetera; miscellaneous credits for unused costs from general trades bid package, fencing, et cetera.

Mr. Grant gave an update on the issue last month. All mechanical pieces have been taken care of, notifications are being received after-hours.

Mr. Maghfour informed the Committee that the play equipment has been updated with stronger adhesive tape. Paint will not stick to the surface. There is a lifetime warranty on the playscape.

Motion by Commissioner Orso and seconded by Commissioner Serrano-Adorno, it was voted unanimously to approve change order 034 for the Wendell Cross Elementary School Project.

Motion to adjourn at 5:48 p.m. by Commissioner Orso and seconded by Commissioner Serrano-Adorno. Motion passed unanimously.

Minutes prepared by Carrie A. Swain, Clerk