

MEETING MINUTES

Project: Manchester Memorial Elementary School
 Subject: School Building Committee Meeting
 Location: Microsoft Teams
 Distribution: Attendees, Project File

Project No: MP17-114
 Meeting Date: 1/23/2023
 Time: 6:00 PM
 Prepared By: A.Place

Present	Name	Affiliation	Present	Name	Affiliation
✓	Shannon Erdmann *	SBC Co-Chair		Jim LaPosta	JCJ
✓	Ann Cameron *	SBC Co-Chair	✓	Alicia Caritano	JCJ
✓	Pam Beaudoin *	Superintendent		Lauren Braren	JCJ
✓	Avi Urbas *	Dir. of Fin. & Ops		Emily Czarnecki	JCJ
✓	Alva Ingaharro *	Essex	✓	Dustin Lombardi	JCJ
	John Willis *	Principal MMES		Mike Burton	DWMP
	Jason Waldron	Dir. of Facilities	✓	Christina Dell Angelo	DWMP
	Andy Oldeman *	Man. Fin. Comm.		Rachel Rincon	DWMP
✓	Tyler Virden *	Essex	✓	Aidan Place	DWMP
✓	Lisa O'Donnell *	Essex		Jon Rich	WT Rich
✓	Remko Breuker *	Manchester	✓	Alex Corbett	WT Rich
	Adam Zaiger *	Manchester		Brian Paradee	WT Rich
✓	George Scharfe *	Manchester			
✓	Gordon Brewster *	Manchester			
	Charlie Hay *	Essex			
✓	Sarah Creighton *	Manchester			
	Maggie Tomaiolo *	Essex			
✓	Jake Foster *	Essex			
	Chris Reed	SBC			
	Theresa Whitman	SBC			

* SBC Voting Member

Item No.	Description	Action
87.1	Call to Order: 6:04 pm meeting was called to order by SBC Co-Chair A. Cameron with 12 of 17 voting members in attendance.	Record
87.2	<p>Previous Topics & Approval of October 25, 2022, Meeting Minutes:</p> <ul style="list-style-type: none"> ➤ A motion to approve the 10/25/22 meeting minutes as submitted made by J. Foster and seconded by A. Ingaharro. Discussion: None. <u>Roll Call Vote:</u> S. Erdmann – Yes P. Beaudoin – Yes - A. Ingaharro – Yes T. Virden – Yes L. O'Donnell – Yes G. Scharfe – Yes J. Foster – Yes A. Cameron – Yes R. Breuker – Yes. Abstentions: G. Brewster, S. Creighton. Motion passes, minutes approved. 	Record
87.3	<p>Construction Update:</p> <ul style="list-style-type: none"> ➤ A. Corbett starts off by giving the construction update. The final grading remediation work has been completed. Have received news that all grading calculations have been accepted and meet the requirements. Have some plantings and a couple of trees that need to be planted come spring. Also, will take care of some lawn care warranty items over April vacation. ➤ D. Lombardi says wanted to get through the final Conservation Commission sign off before friends and trees started doing any plantings. ➤ A. Ingaharro asks about the Conservation Commission submission. D. Lombardi says due to the grading issues they have not submitted to them yet. 	Record
87.4	<p>Invoices and Commitments for Approval:</p> <ul style="list-style-type: none"> ➤ JCJ Invoice No. 63 in the amount of \$4,730.0. Invoice attached. Vote expected. ➤ Advanced Maintenance Solutions Invoice No. 6294 in the amount of \$244.80. Invoice attached. Vote expected. ➤ Red Thread Invoice No. 901296 in the amount of \$478.80. Invoice attached. Vote expected. <p>A motion was made by G. Scharfe and seconded by A. Ingaharro to approve the invoices listed above. Discussion: None. <u>Roll Call Vote:</u> S. Erdmann – Yes P. Beaudoin – Yes A. Urbas – Yes A. Ingaharro – Yes T. Virden – Yes L. O'Donnell – Yes G. Scharfe – Yes - J. Foster – Yes A. Cameron – Yes R. Breuker – Yes – G. Brewster – Yes – S. Creighton - Yes. No one abstains. Motion Passes, invoices approved.</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo says the goal is to after April vacation when work is complete to finalize information with the conservation commission. Then closeout the documents with order of conditions which leads to the closeout with the 	Record

	<p>MSBA. This closeout includes 14 documents checklist that must be completed with the MSBA.</p> <ul style="list-style-type: none"> ➤ A. Caritano says that there are previously approved ad services from Samiotes that will be invoiced related to the closeout with the conservation commission. ➤ G. Scharfe asks about all retentions being released; A. Corbett says about 2% are left to be released, which are landscape, site, and concrete. ➤ G. Brewster asks about extra money being distributed. C. Dell Angelo says that money won't be finalized until the last requisition and change order are completed before this occurs. ➤ A. Cameron asks about budget reconciliation. C. Dell Angelo says the goal will be at the next meeting to begin this. ➤ P. Beaudoin asks about how they can use the extra money. C. Dell Angelo says they can not use the funds that were appropriated for this project on a separate project. 	
87.5	<p>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</p> <ul style="list-style-type: none"> ➤ None. 	Record
87.6	<p>Public Comments:</p> <ul style="list-style-type: none"> ➤ None. 	Record
87.7	<p>Next SBC Meeting:</p> <ul style="list-style-type: none"> ➤ SBC No. 88 – February 23rd 6:00PM. 	Record
87.8	<p>Adjourn: 6:28 pm A motion was made by G. Scharfe and seconded by A. Ingaharro to adjourn the meeting, Discussion: None.</p>	Record

Sincerely,

DORE + WHITTIER

Aidan Place

Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.