

RIVERSIDE SCHOOL BUILDING COMMITTEE

Regular Meeting

Wednesday, April 1st, 2026 | 7:30 AM ET

MEETING ATTENDANCE

Attendee	Position	Present	Absent
Officers			
Stephan Pezdek	Chair	In Person	
Luigi Ghilardi	Vice-Chair	In person	
Bryan Finkel	Secretary	In Person	
Voting Members			
Paul Cappiali	BOE Member	Zoom	
Ben Chynsky	Regular Member	Zoom	
Louis Contadino	Regular Member	In Person	
Andy Duus	Regular Member	In Person	
Doug Fenton	BET Member	In Person	
Christina Lyndon	Regular Member		Absent
Ex-Officio / Non-Voting Members			
Veronica Chiavaroli	FSAAC4PWD	In Person	
Julian De La Rosa	BOE Facilities	Zoom	
Christina Downey	RTM Representative	In Person	
Nicholas Macri	P&Z Representative	Zoom	
Jason Martin	Riverside School Principal		Absent
Lauren Rabin	BOS Representative	In Person	
Sheel Spina	DPW Representative		Absent
Guests			
Chris Mitchell		Zoom	
Lisa Yates		Zoom	

MEETING MINUTES

Item	Topic	Description
1.00	Call to Order	<ul style="list-style-type: none"> Meeting called to order at 7:32 AM ET
2.00	Attendance	<ul style="list-style-type: none"> As noted above
3.00	Housekeeping	<ul style="list-style-type: none"> Mr. Pezdek confirmed that the building walkthrough is scheduled for Tuesday, April 7th at 10:00 AM, and that janitorial staff will be present Mr. Pezdek noted that the April 8th meeting can still be held as a regular meeting to review the scoring rubric and the Owner's Representative RFP, though the committee may elect to skip it and hold the meeting the following week instead Mr. Pezdek noted that he will be absent from the April 15th meeting and that Mr. Ghilardi will chair in his absence
4.00	Approval of Prior Meeting's Minutes	<ul style="list-style-type: none"> Mr. Finkel noted two small changes made to the draft minutes Motion to approve the March 25th meeting minutes approved by unanimous consent Motion to approve the March 27th meeting minutes approved by unanimous consent
5.00	Matters Raised at Prior Meeting	<ul style="list-style-type: none"> Finalization of Architect RFP <ul style="list-style-type: none"> Mr. Pezdek noted that the RFP was posted on March 31st at approximately 12:00 PM ET, and that the project manager is making proactive outreach to prospective firms Ms. Downey asked when submissions are due. Mr. De La Rosa noted that the RFP contained a drafting error referencing March instead of April for the submission deadline, and confirmed that the correction is being handled
6.00	New Matters	<ul style="list-style-type: none"> Executive Session to Review Architect Scoring Rubric <ul style="list-style-type: none"> 7:40 AM ET motion by Ms. Downey to enter executive session, seconded by Mr. Fenton and approved by unanimous consent Scoring rubric for architect submissions discussed. No votes taken 8:05 AM executive session concluded Owner's Representative RFP <ul style="list-style-type: none"> Mr. Fenton asked about the status of the Owner's Representative RFP. Mr. Pezdek noted that it has not yet been revised and invited any committee member to take a first pass at it, noting it will be largely boilerplate
7.00	Open Discussion	<ul style="list-style-type: none"> No matters raised for discussion
8.00	Adjournment	<ul style="list-style-type: none"> Motion to adjourn by Mr. Duus, seconded by Mr. Fenton, approved by unanimous consent at 8:07 AM ET