

RIVERSIDE SCHOOL BUILDING COMMITTEE

Regular Meeting

Wednesday, July 29th, 2026 | 7:30 AM ET

MEETING ATTENDANCE

Attendee	Position	Present	Absent
Officers			
Stephan Pezdek	Chair	Zoom	
Luigi Ghilardi	Vice-Chair	Zoom	
Bryan Finkel	Secretary	Zoom	
Voting Members			
Veronica Chiavaroli	BOE Representative	Zoom	
Ben Chynsky	Regular Member		Absent
Louis Contadino	Regular Member	Zoom	
Andy Duus	Regular Member	Zoom	
Doug Fenton	BET Member		Absent
Christina Lyndon	Regular Member		Absent
Ex-Officio / Non-Voting Members			
Julian De La Rosa	BOE Facilities	Zoom	
Christina Downey	RTM Representative	Zoom	
Nicholas Macri	P&Z Representative	Zoom	
Mary Dolan Collette	Riverside School Principal	Zoom	
Lauren Rabin	BOS Representative		Absent
Sheel Spina	DPW Representative		Absent
Guests			
Rusty Malik (QA+M Architecture)	Guest	Zoom	
Julia McFadden (QA+M Architecture)	Guest	Zoom	
Mike Lane (QA+M Architecture)	Guest	Zoom	
Chris Cykley	Guest	Zoom	
Brent Reeves	Guest	Zoom	

MEETING MINUTES

Item	Topic	Description
1.00	Call to Order	<ul style="list-style-type: none"> Meeting called to order at 7:31 AM ET by Mr. Pezdek; the meeting was held virtually via Zoom
2.00	Attendance	<ul style="list-style-type: none"> As noted above
3.00	Housekeeping	<ul style="list-style-type: none"> Charrette Meetings: Mr. Pezdek advised that several design meetings ("charrette conversations") need to be scheduled with QA+M. He had hoped to arrange them during the past week and invited interested members to participate; Mr. Macri and Mr. Contadino noted their interest Possible Ad Hoc Meeting: Mr. Pezdek noted, depending on progress made in today's meeting, that an ad hoc meeting may be required on Friday for the committee to vote on the Owner's Representative RFP
4.00	Approval of Prior Meeting's Minutes	<ul style="list-style-type: none"> Motion to approve made by Mr. Duus, seconded by Ms. Chiavaroli; approved with unanimous consent
5.01	Previous Matters – RTM Quarterly Report	<ul style="list-style-type: none"> Mr. Pezdek reported that the RTM quarterly report template has been prepared and that the report is coming due. Mr. Finkel offered to prepare the first draft; Ms. Downey noted that, as the committee's RTM Representative, she should take the lead and will review the template in the Drive. Ms. Chiavaroli offered to assist on behalf of the communications subgroup
5.02	Previous Matters – Environmental Survey	<ul style="list-style-type: none"> Mr. Malik reported that the survey team has completed its work and did not need to work on Saturday, so no overtime was incurred. The team will meet to confirm that all areas are covered before reviewing the results with committee members. Mr. Malik noted that certain testing can be treated as a presumptive positive, which can reduce iterations and cost on selected matters, and that the State of Connecticut permits this approach. Mr. Pezdek asked to set a time the following day to review; Mr. Malik advised that results may not be ready by then and would confirm, and Mr. Pezdek indicated the review could be pushed to the following week if necessary
6.00	Executive Session	<ul style="list-style-type: none"> Motion to enter executive session to discuss the Owner's Representative RFP made by Mr. Duus, seconded by Ms. Chiavaroli; the committee entered executive session at 7:37 AM ET and returned to open session at 8:02 AM ET
7.00	Vote on Owner's Representative RFP	<ul style="list-style-type: none"> Upon returning to open session, Mr. Pezdek requested that the committee approve the Owner's Representative RFP, subject to improvement to the State grant process requirements and pending district approval. Motion made by Mr. Duus, seconded by Ms. Chiavaroli; approved with unanimous consent. Mr. Pezdek advised that, once the final revised version is received, he will forward it to the district for review and final sign-off
8.00	New Matters	<ul style="list-style-type: none"> Legal Invoice: Mr. Pezdek reported that the committee has received its first legal invoice from Shipman for contract review, which will require approval at the next meeting Charrette Meetings: Mr. Pezdek advised that the charrette meetings will be scheduled, as QA+M is eager to begin this work stream August Meetings: To allow QA+M additional time, the next meeting is scheduled for August 12th, with a subsequent determination as to whether a meeting is needed on August 19th. As the week of August 26th falls immediately before the start of school and Mr. Pezdek will be traveling, the committee does not currently plan to meet that week. In response to Ms. Chiavaroli's question regarding a return to in-person meetings, Ms. Dolan Collette noted that the building will be open beginning August 17th. Mr. Finkel will confirm that the previously submitted reservation request is in the system
9.00	Adjournment	<ul style="list-style-type: none"> Motion to adjourn made by Mr. Duus, seconded by Ms. Chiavaroli; approved with unanimous consent; adjourned at 8:12 AM ET