

Julian Curtiss School Building Committee Meeting Minutes

September 25, 2026

ZOOM and in person

Attendance: David Levine, Lisa Yates, Chris Cyckley, Veronica Chiavaroli, Harry Fisher, Michael Gaudiano, Rachel Khanna, Betsy Galindo, Nick Macri, Janet Stone McGuigan, Liridona Ahmeti-Tishukaj, Adam Tubbs (JCS parent and guest)

Meeting called to order at 7:46am

1. Approval of minutes.
 - a. MOTION TO APPROVE Minutes from 9/4/26, as distributed to the committee on 9/16; approved by unanimous consent.
2. Invoices
 - a. MOTION TO APPROVE MGMT Invoice 8, dated 9/25/26, services from 8/4/26 through 9/25/26, in the amount of \$14,025; Harry motions, Michael seconds, approved unanimously.
3. Update on Phase 3: Punchlist. Dishwasher.
 - a. Close-out submittals are in progress. JA Rosa will submit the entire package to the architect for review once complete; after that the package will be shared with facilities.
 - b. The dishwasher is operational; detergent and rinse aid pumps were installed, and the manufacturer's rep also installed a dispenser. GPS still needs to set up to have a vendor maintain the dispenser but they are up and running.
 - i. First full D/W use was Wednesday; some water spilled on the floor and they are verifying Thursday that this was a learning curve issue and not a leak (Martha will update AA).
 - c. Review other work-to-complete and punch list items.
 - d. We are confirming 10/30 delivery date for Cafeteria furniture, and are in the process of updating front office furniture:
 - e. Waste receptacles: AA will work with purchasing to establish a vendor. Food service staff will let us know if there are additional related storage needs as they get used to the new setup.
4. Fire Marshal issue follow-up.
 - a. I-T-S (Integrated Tech) coordinated with FM and conducted a building BDA/ER Scan on 9/21.
 - b. Bill Korbela indicated that he believes a BDA will not be required, primarily due to large older windows. Will confirm with FM once scan

report drawings have been issued, especially to make sure the basement areas pass.

- c. Informational: I-T-S Quote for BDA/ER Scan, dated 9/17/26, totals \$3,164. This was approved at the 9/4 BC meeting for “an amount not to exceed \$4,000, pending review by the Design Team and Building Chair.” Chris is working to have the Town issue the associated PO; confirm that Bill sent his W9 and insurance certificate.
 - d. Phase 1&2 permit status: P& as-builts were accepted and elevator inspection certificate has been submitted to the Building Department, so all items required to close out permit have been submitted.
5. Phase 4: Scope. Draft outline. Discuss timeline
- a. Current package will be shared with cost estimator later today. Review by committee and with school will happen during estimating period; we do not anticipate that modifying casework details will have a big impact on cost. Estimate will be geared to help us finalize scope.
6. Schedule – tied to BC meeting milestones:
- a. 9/25: End of SD/ Start of SD Estimate (estimated completion within two weeks – 10/9)
 - i. Meet with school and key staff to review – sooner the better – on or before 10/7.
 - b. 10/16: Review Design Development progress in the context of completed SD estimate.
 - c. Confirm final scope.
 - i. 11/6: 100%+ Design Development (aka early CD phase). Review progress.
 - ii. 12/4: 80% Construction Documents. Through December we will finalize the set in coordination with Eugene and Karen at Purchasing.
 - iii. 1/8: Last look prior to issuing for Bid. Purchasing usually uploads on Tuesdays; consider
 - iv. 1/12/27. Likely to have better bid response vs uploading over the holiday.
 - d. Fall Meeting schedule.
 - Friday, October 16; Friday, November 6; possible November 20;
 - Friday, December 4; possible December 18; Friday, January 8; Friday, January 29; Friday, Feb 19

Meeting adjourned at 8:47am; Next meeting October 16th.