

MEETING MINUTES

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

Project No: MP17-114
 Meeting Date: 9/13/2022
 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
85.1	Call to Order: 6:09 pm meeting was called to order by SBC Co-Chair S. Erdmann with 9 of 17 voting members in attendance.	Record
85.2	Previous Topics & Approval of July 12, 2022 Meeting Minutes: A motion to approve the 7/12/22 meeting minutes as submitted made by S. Erdmann and seconded by L. O'Donnell. Discussion: None. Abstentions: J. Foster. Motion passes, minutes approved.	Record
85.3	Construction Update: <ul style="list-style-type: none"> - A. Corbett says minimal punch list one final walkthrough with design consultants. Building punch list is now complete, commissioning is complete as well. Site work still on going, meeting with landscaper 9/14 to work on lawns and to determine what method works best for reseeded. Will also look at the plantings and trees that did not survive, will be covered under warranty. - S. Erdmann asks about shrubs being under warranty. A. Corbett responds saying will ask that question on 9/14 when meeting with landscaper. 	Record
85.4.1- 85.4.6	Invoices and Commitments for Approval: <ul style="list-style-type: none"> ➤ WTR Requisition No. 38 in the amount of \$156,261.00. Invoice attached. ➤ WTR Requisition No. 39 in the amount of \$250,323.00. Invoice attached. ➤ City Sealcoating, Inc. Invoice No. 2818 in the amount of \$10,847.00. Invoice attached. ➤ Deere & Company Invoice No. 117362323 in the amount of \$32,134.74. Invoice attached. ➤ JCJ Invoice No. 61 in the amount of \$990.00. Invoice attached. ➤ Project Adventure Invoice No. D22097 in the amount of \$15,564.56. Invoice attached. <p>A motion was made by G. Scharfe and seconded by J. Foster to approve the invoices listed above. Discussion: None. <u>Roll Call Vote:</u> S. Erdmann – Yes P. Beaudoin – Yes A. Urbas – Yes A. Oldeman – Yes T. Virden – Yes L. O'Donnell – Yes G. Scharfe – Yes S. Creighton – Yes J. Foster – Yes. No one abstains. Motion Passes.</p>	Record
85.5	Other Topics Not Reasonably Anticipated 48 hours prior to Meeting: <ul style="list-style-type: none"> ➤ None. 	Record
85.6	Public Comments: <ul style="list-style-type: none"> ➤ None. 	Record
85.7	Next SBC Meeting: <ul style="list-style-type: none"> ➤ SBC No. 86 – Tuesday October 25th 6:00 pm 	Record

85.8	Adjourn: 6:20 pm A motion was made by J. Foster and seconded by G. Scharfe to adjourn the meeting, Discussion: None.	Record
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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.