I. Call to Order — Staff Liaison Jeff Baron called the meeting to order at 7:03 PM

II. Roll Call — Members present: Chris Miner, Gail Budrejko, Michael Branda, Paul Vessella, Carol Duggan, Stephen Woods, and Jeremy Whetzel. Others present: Joshua Shulman, Board of Education Chairperson; Maureen Brummett, Superintendent of Schools; Lou Jachimowicz, Chief Finance and Operating Officer; Jason Smith, Principal; and Jeff Baron, Director of Administrative Services.

III. Charge of the Committee — Mr. Baron read the charge of the Committee from the Town Council, “to work with the Town Manager (or her designee), Superintendent of Schools, and any other appropriate staff in the oversight of renovations to the Anna Reynolds Elementary School. Such improvements shall comply with the appropriate sections of the Fire Code, Health Code, Building Code and OSHA regulations, regulations of the Americans with Disabilities Act, and any other health and/or safety code regulations currently in force.”

IV. Election of Officers - Mr. Miner made a motion that Stephen Woods be nominated to serve as Chairperson of the Committee. A second to the motion was made by Mr. Branda. There were no other nominations and no further discussion. The motion passed unanimously. Mr. Woods assumed the gavel from that point forward. Mr. Branda made a motion that Carol Duggan be nominated to serve as Vice Chairperson for purposes of continuity. Mr. Branda made a motion that Carol Duggan be nominated to serve as Vice Chairperson of the Committee. A second to the motion was made by Mr. Vessella. There was no further discussion. The motion passed unanimously.

V. Public Participation — None.

VI. Any Other Business Pertinent to the Committee — The Committee agreed by consensus that Thursdays at 6:00 PM was the preferred day of the week and time for meetings. It agreed to meet again on October 17th at Reynolds School. The Superintendent expected to have a presentation to make to the Committee. The Committee would also take a tour of the School. The Committee would then expect to meet on December 5th, to allow for Committee assignments for Town Council and Board of Education members who are elected in November.

VII. Public Participation — None.
VIII. Comments by Members - Mr. Miner shared his experience with the Town Hall Building Committee, and spoke about the difficulty in getting the Schematic Design and Conceptual Design budgets to stay within the project estimates. The Committee also needs to focus on receiving some matching funding from the State. There are better chances for a higher percentage of matching funds for a Renovate as New project rather than just building a new school. Mr. Woods stated that the reimbursement percentage is greater than for the Town Hall. Mr. Miner also encouraged the Committee to get a Construction Manager on board at an early stage. Mr. Jachimowicz also spoke about goals and timing for the Committee. June 30th is the date for legislative action to be in the pipeline for state funding. Three motions have to be passed by the Town Council and in the State’s hands by June 30th. If not, the Town is another year out. Mr. Miner noted that there is a need to determine the scope of the project first. Mr. Woods stated that any referendum would have to be planned by that date also.

IX. Adjournment – the meeting adjourned at 7:33 PM.

Respectfully submitted,

Jeff Baron
Director of Administrative Services