

**Town of Woodstock  
WPS Facilities Upgrade Committee  
Special Meeting  
Tuesday, January 19, 2016  
7:00 AM – Upstairs Selectmen’s Conference Room  
Town Hall**

**Present:** Michael Bernardi, Michael Dougherty, D. Mitchell Eaffy, Brian Musumeci, Chandler Paquette, Jeremy Serwer (7:09 a.m.), Viktor Toth

**Others Present:** Joni Cullan, Karen Munroe, David Stein (7:09 a.m.)

**1. Call to Order**

Chandler Paquette called the meeting to order at 7:05am.

**2. Elect Chairman**

Chandler Paquette stated that he was happy to have served as chairman and happy to be able to step down as chairman. At the last meeting, members talked about electing Viktor Toth as chairman but thought he had not been appointed as a member of the Committee by the Selectmen. He had, in fact, been appointed to the Committee at the November 2015 Board of Selectmen’s meeting. Paquette opened nominations for chairman. **A motion was made by Eaffy, seconded by Dougherty to elect Viktor Toth as chairman.** With no other motions, Paquette closed nominations. **Motion carried unanimously.**

**3. Review of Plans**

Chairman Toth arranged for David Stein, Project Manager, Silver/Petrucci & Associates, to attend the meeting. Mr. Stein distributed the updated plans for both the Elementary School and Middle School projects.

**4. Review of Timeline/Next Steps**

Mr. Stein reviewed the timeline of the projects with the Committee. The following things need to take place:

- Plans need to be reviewed by local officials (building official, fire marshal, Northeast District Department of Health, Board of Education and Building Committee) – any recommended changes will be forwarded to David Stein to produce the final plans. All signatures must be on the final plans.
- Final Plans and the School of Construction Services Forms (old ED-042 form) will be forwarded to the State for review.
- Schedule a meeting with the State.
- Once the official letter from the State is received, the project can go out to bid. There will be a pre-bid walkthrough. Decisions need to be made by the

Committee on how the bidders will get the plans and the criteria for awarding the bid.

- Opening bid, award a contractor, and sign AIA Contractor Agreement.

The Committee discussed their concerns with Mr. Stein about inaccuracies that have occurred to date, such as the square footage. He stated that it is an evolution, a change in schematic design and he is confident the information is correct.

Discussion also took place about the timeline. Michael Bernardi asked what could be done to move the timeline up, i.e., the Board of Education's approval at their meeting next week. Mr. Stein suggested and the Committee agreed to ask the building official and fire marshal review the plans today and submit any changes to him. It would take two business days to make the changes and receive the final plans on January 26. The Committee set a meeting for Wednesday, January 27 at 7:30 a.m. to review, approve and sign the final plans. The Board of Education would review, approve and sign the final plans at their meeting. Then the remaining signatures would be collected on Thursday. Mr. Stein reminded them that the approvals are on two separate projects.

Karen Munroe asked Mr. Stein if he would have the additional documentation ready to go to the state along with the signed final plans. He said they would be ready and Karen will call the State to schedule their meeting.

The cost estimates submitted to the State are \$1,170,510 for the Elementary School and \$963,074 for the Middle School.

While looking at the plans, Mr. Stein provided explanations to questions that the Committee members asked.

The Committee thanked Mr. Stein for attending the meeting.

## **5. Payment of Bills**

**A motion was made by Dougherty, seconded by Paquette to pay Invoice #15-2808 from Silver Petrucelli & Associates, Inc. in the amount of \$2,660.00. Motion carried unanimously.**

## **6. Correspondence and Announcements**

Mr. Paquette distributed copies the minutes of Friday, January 15, 2016 meeting.

## **7. Citizens Comments**

None.

## **8. Adjournment**

**A motion was made by Eaffy, seconded by Bernardi to adjourn at 8:15 a.m. Motion carried unanimously.**

Respectfully submitted,  
Joni Cullan  
Recording Secretary