

# Elementary Building Committee Special Meeting Minutes

November 30, 2017 – 6:30 pm

Town Hall Meeting Room

## Committee Members Present:

Tim Butler  
Mary Ellen Brown  
Rich Nelson  
Dave Holl (Chairman)  
Jim Feeney

## Consultants Present

Al Howat, *Newfield Construction*

## Administrators Present

Jim Hayden, *First Selectman*  
Dr. Christine Mahoney, *Superintendent of Schools*  
Susan Greco, *BOE Business Manager*

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### A. Call to Order

The meeting was called to order by Chairman Dave Holl at 6:30 PM.

### B. Public Comment

None

**C. Approve Minutes of August 30, 2017** – Jim Feeney made a motion to accept the minutes as presented. Seconded by Mary Ellen Brown. **Motion Approved** – Jim Feeney, Dave Holl, Rich Nelson, Mary Ellen Brown in favor. Abstained – Tim Butler

### D. Remaining Funds Report

Mary Ellen Brown stated that as of November 30, 2017 there is \$76,566.24 of town funds remaining. There are pending invoices of \$10,444.59 along with a potential \$7,500 for closeout costs and \$6,621.65 for carpet replacement in the BOE hallway at Allgrove School. If the committee approves the invoices, carpet replacement and closeout costs, the fund balance will be \$50,000. Tim Butler made a motion to accept the financial report as presented. Seconded by Jim Feeney. **Motion Approved Unanimously.**

### E. Board of Education Report

1. **Seymour Update** – nothing to report.

2. **Allgrove Update** – The committee discussed replacing the carpeting in the BOE hallway at Allgrove. All other areas in the building have been replaced. Tim Butler made a motion to demo, prepare and to replace the BOE hallway carpeting for a sum not to exceed \$6,621.65. Seconded by Jim Feeney. During discussion the consensus of the committee was that if the carpet

project exceeds the amount appropriated, the BOE will be responsible for the difference. **Motion Approved Unanimously.**

**F. Consultant Reports and Recommendations** – Al Howat from Newfield Construction stated that the project has been completed. Jim Feeney made a motion to officially turn back Allgrove School and the BOE offices to the Board of Education and to begin closing out the project. Seconded by Tim Butler. **Motion Approved Unanimously.**

**G. Committee Business**

**1. End of Project Financial Wrap-up**

Per the remaining funds report, the committee anticipates returning \$50,000 back to the town. First Selectman Hayden thanked the committee for their hard work and dedication during this long project and commented that the project worked out even better than anticipated as a result of their commitment and effort.

**2. Closing Consultant Update**

Susan Greco reviewed the CREC Construction Division proposal to close out the project, their responsibilities and scope of work. Tim Butler made a motion to accept the CREC Construction Division Closeout Proposal for a sum not to exceed \$7500. Seconded by Mary Ellen Brown. **Motion Approved Unanimously.**

**3. Approve any Invoices for Payment**

Mary Ellen Brown made a motion to approve payment of an invoice from Newfield Construction in the amount of \$10,444.59. Seconded by Jim Feeney. **Motion approved unanimously.**

**J. Public Comment**

None

**K. Adjournment**

At 7:03 PM a motion was made to adjourn by Jim Feeney. Seconded by Tim Butler. **Motion approved unanimously.**

Respectfully Submitted,  
James M. Hayden