

**ELEMENTARY SCHOOL BUILDING COMMITTEE
SPECIAL MEETING MINUTES
Conference Call – 1 pm
Thursday – September 3, 2015
Selectman’s Office – Town Hall**

1. **CALL TO ORDER** – A Special Meeting of the Elementary School Building Committee was held on Thursday, September 3, 2015 at Town Hall. Chairman Roy Cook called the meeting to order at 1:01 pm. Committee members Rich Nelson, Dave Holl, Mary Ellen Brown and Jim Feeney were present at Town Hall. Roy Cook and Tim Butler attended via conference call. BOE Business Manager Susan Greco attended via conference call and First Selectman Jim Hayden was present at Town Hall.
2. **MINUTES** – Dave Holl made a motion to accept the August 20, 2015 minutes as presented. Seconded by Mary Ellen Brown. **Motion Approved Unanimously.**
3. **NEW BUSINESS:**
 - a. **Discuss and Act Upon Allgrove Mini-Blinds** – First Selectman Hayden reviewed with the Committee a quote from Mayflower Drapemasters of Hartford for 35 blinds as specified by Newfield Construction Manager, Al Howat. Town Maintenance Supervisor, Dave Wing will confirm that the material matches the other blinds which were previously installed at the building. First Selectman Hayden also mentioned that the summer window project at Allgrove, partially due to some unexpected State reimbursement, is under budget and will offset the cost of the blinds. Mary Ellen Brown made a motion to purchase and install blinds at Allgrove School for a sum not to exceed \$4500. Seconded by Jim Feeney. **Motion Approved Unanimously.**
 - b. **Act Upon and Review Any Invoices for Payment** – none
 - c. **Update on Allgrove and Seymour Projects** – Mary Ellen Brown updated the Committee regarding the emergency door sidewalk project at Seymour. Quotes will be received next week and the project should be completed within the next month. Susan Greco will contact project close-out consultant, Gary Miller to discuss the next steps of the process as the project winds down.
4. **ADJOURN** – Rich Nelson made a motion to adjourn, seconded by Dave Holl. **Motion approved unanimously** at 1:17 pm.

Respectfully Submitted,
James M. Hayden, First Selectman