

**Town of Colchester
WJJMS Building Committee
July 23, 2015
Town Hall**

Minutes

Members Present: Thomas Tyler, Joseph DeLucia, Anthony Tarnowski, Joe Ruiz, Irene Malsbenden

Members Absent: Paul Picard, Steve Wells

Others Present: Tecton Architect Barbara Joslin; Board of Selectmen Liaison Rosemary Coyle and Kurt Frantzen; Board of Finance Liaison Art Shilosky; Registrar of Voters Dot Mrowka; Board of Education Liaison Brad Bernier; Director of Educational Operations Ken Jackson; representatives from various construction firms

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:02 p.m..
2. **Citizen's Comments:** None
 - a. **Town Email:** None
3. **Approval of Minutes – July 9, 2015:** I. Malsbenden motioned to approve the minutes of July 9, 2015, seconded by A. Tarnowski. Vote was unanimous. **MOTION CARRIED.**
4. **Update on Bureau of School Facilities communication:** None
5. **Discussion of project next steps:**
 - a. **Architect services:** Town's legal counsel has advised that a new RFQ for architectural services be issued. K. Jackson gave members a RFQ draft. B. Bernier provided feedback on the draft from himself and Ron Goldstein. Members will provide feedback to K. Jackson prior to July 27th. A. Tarnowski motioned to authorize K. Jackson to put out the presented RFQ reflecting feedback received, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
 - b. **Construction services:** At the request of the committee, K. Jackson gave his recommendation for construction services. He said based on the size of the project and the lack of resources available from the town he recommends a Construction Management at Risk method.
 - c. **Owner Project Management services:** Advantages of having an OPM were discussed. Chairman Tyler thought it was a good idea to have someone to support the town and K. Jackson, pointing out that Mr. Jackson already has a full-time job without taking on the additional responsibility. A. Tarnowski agreed that having full-time owner's rep on site is a good idea but wants to see if it is in the budget. J. Ruiz reiterated the concern of the cost. K. Jackson said he would look further into the benefits of an OPM and would discuss at the next meeting.

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d. Schedule: Once Architect and Construction Manager are hired a more detailed timeline can be developed.

6. Discussion on communication/social media: Social media should be used to let citizens know an

RFQ has been issued and the selection for architectural / engineering services has started.

7. Citizen's Comments: None

8. Adjournment: J. DeLucia motioned to adjourn, seconded by J. Ruiz. Vote was unanimous.
MOTION CARRIED. Chairman Tyler adjourned the meeting at 8:00 p.m.

Submitted by,

Dawn LePage, Clerk