

# COLEYTOWN MIDDLE SCHOOL BUILDING COMMITTEE

May 1, 2019, 7:00pm  
Town Hall Room 201  
Westport, Connecticut 06880

## Minutes of Meeting

### Present:

John Broadbin	Westport Public Works
Don O'Day	CMS Building Committee Chair
Jay Keenan	CMS Building Committee
Karen Kleine	CMS Building Committee – ex officio
Walter Mattera	CMS Building Committee
Srikanth Puttagunta	CMS Building Committee
Joe Renzulli	CMS Building Committee
Vanessa Valadares	CMS Building Committee
Susan Chipouras	Westport Project Manager

The meeting was called to order at 7:00pm.

1. Susan Chipouras reviewed the scope of work for the Industrial Hygienist. Committee members gave comments and recommended additional scope. These will be incorporated into the final RFP to be issued. Copies of the final RFP will be distributed to Committee members via email.
2. John Broadbin discussed two options for the Interior Architect RFP. One option would have two phases. Phase I would be SD and Phase II would be DD, CD and CA. The second option would have no services during the SD phase. Based on the timeline, the Interior Architect RFP will only include DD, CD and CA.
3. After reviewing the additional information provided by Dr. Buono, the Committee agreed to include the following BOE items in the project estimate. These will be identified as separate cost items.
  - Security requirements for door release locks and security window. Infrastructure can also be provided for future cameras. Coordination will be with the school's security consultant.
  - Remaining Stage 2 and Stages 3 & 4 in the Library/Media Center, excluding the loft expansion.
  - Gym HVAC, replacement of roller partition, replacement of folding partition at auxiliary gym and folding partition to close off the back gym.
  - Renovation of the Science Classrooms & Prep Rooms
  - Repaint the entire buildingFF&E will be excluded.
4. John Broadbin gave an update on WJE and their consultants
  - a. The existing roof is in good shape per the verbal report given on the Infrared Scan. We have not seen an actual report yet.

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- b. Once KR sites their equipment, WJE will look at structural requirements. If most of the major components are on a single roof area, WJE will look to do a total roof replacement on that roof instead of just patching in the new equipment and patching the areas where equipment was removed.
  - c. WJE will also need to determine if additional drainage is required where re-roofing occurs.
  - d. Steve Smith has stated that he will support a code modification if the additional insulation and slope required for the new roof is problematic with certain areas of the roof, i.e. Media Center clearstory windows, sawtooth and scalloped roofs.
  - e. John Broadbin will also investigate the required permit process, if any, for P&Z.
5. Public Comment:
6. **Action Items:**
- a. Susan Chipouras will contact Dr. Buono for clarification on information provided for Library/Media Center and Science Room requirements.
  - b. RFP for the Industrial Hygienist will be updated by Susan Chipouras and sent to John Broadbin for posting.
  - c. John Broadbin will investigate the permit process.
7. Don O'Day moved to adjourn. Jay Keenan seconded the motion. Motion passed. Vote 7-0. Meeting adjourned at 8:40pm.

These minutes are issued for the record. Any additions or corrections should be issued in writing to the undersigned.

Respectfully submitted by,  
Karen Kleine  
Secretary