

# COLEYTOWN MIDDLE SCHOOL BUILDING COMMITTEE

May 29, 2019, 6:30pm  
Staples High School Cafeteria  
Westport, Connecticut 06880

## Minutes of Meeting

### Present:

John Broadbin	Westport Public Works
Don O'Day	CMS Building Committee Chair
Jay Keenan	CMS Building Committee
Walter Mattera	CMS Building Committee
Srikanth Puttagunta	CMS Building Committee
Joe Renzulli	CMS Building Committee
Vanessa Valadares	CMS Building Committee (8:10pm)
Susan Chipouras	Westport Project Manager

The meeting was called to order at 6:30pm.

1. Don O'Day moved to go into Executive Session. Jay Keenan seconded the motion. Motion passed 6-0. Committee moved into Executive Session at 6:30pm.
2. Don O'Day moved to come out of Executive Session. Sri Puttagunta seconded the motion. Motion passed 6-0. Committee came out of Executive Session at 9:00pm
3. Don O'Day moved to hire Brooks Enviro for Items #1-8 on the Bid analysis spreadsheet. Walter Mattera seconded the motion. Motion passed 6-0.
4. **Action Items**
  - a. WJE, KR and Newfield will be asked to attend the Building Committee meeting on June 5, 2019. Susan Chipouras will provide detailed information to each regarding what will be discussed at the meeting.
  - b. Susan Chipouras will notify WJE that the Langan proposal for CDs is accepted. However, we require completion in less than 4 weeks.
  - c. Susan Chipouras will notify WJE that additional funds have been authorized to begin CDs.
  - d. Susan Chipouras will notify Brooks Enviro that they have been selected as the Industrial Hygienists.
  - e. John Broadbin will process the necessary documents to get the additional scope and fees added to WJE contract.
  - f. John Broadbin will process the necessary paperwork for the contract for Brooks Enviro.
  - g. John Broadbin will send the Town's Front End Documents to Newfield for the bid packages.
5. O'Day moved to Adjourn. Walter Mattera seconded the motion. Motion passed 6-0. Meeting adjourned at 9:22pm

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

Respectfully submitted by,  
Susan Chipouras  
TOW Project Manager