

# COLEYTOWN MIDDLE SCHOOL BUILDING COMMITTEE

October 30, 2019, 7:00pm  
Staples High School Cafeteria  
Westport, CT

## Minutes of Meeting

### Present:

Don O'Day	CMS Building Committee Chair
Karen Kleine	CMS Building Committee – Ex-officio
Walter Mattera	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 7:03pm.

1. Don O'Day moved to approve the minutes for 9/11/19, 9/23/19, 10/2/19, 10/7/19 and 10/16/19. Karen Kleine seconded the motion. Motion passed 5-0.
2. Don O'Day gave the following project update:
  - a. Bid Documents and Estimate were approved by CMSBC and the BOE. The estimate is based on 100% documents with some alternates
  - b. We are out to bid and there is good interest in the project
  - c. There is a meeting at the firehouse on 10/31 at 9am with the Building Inspector, Fire Marshall, WJE and Newfield
  - d. Pre-bid meeting will be held on 11/4 at 10am
  - e. Bids are due 11/21/19 at 1pm
3. The Committee had reviewed the proposals received in response to the RFP for Commissioning Agent. Don O'Day moved to select Horizon Engineering Associates, LLP as the project Commissioning Agent. Joe Renzulli seconded the motion, Motion passed 5-0.
4. Don O'Day moved to Adjourn. Joe Renzulli seconded the motion. Motion passed 5-0. Meeting adjourned at 7:35pm.

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