

COLEYTOWN MIDDLE SCHOOL BUILDING COMMITTEE

March 4, 2020, 7:00pm
Staples High School Cafeteria
Westport, CT

Minutes of Meeting

Present:

Don O'Day	CMS Building Committee Chair
Jay Keenan	CMS Building Committee
Karen Kleine	CMS Building Committee – Ex-officio
Walter Mattera	CMS Building Committee
Vanessa Valadares	CMS Building Committee
Susan Chipouras	Westport Project Manager

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

1. Don O'Day moved to approve the minutes from 1/8/2020, 1/15/2020, 1/30/2020 and 2/19/2020. Jay Keenan seconded the motion. Motion passed 5-0.
2. Susan Chipouras provided the following update:
 - a. FF&E is out to bid. Bids are due 3/17/20 at 2pm
 - b. Lead time on proposed Rotunda & Cafeteria lighting is 8 weeks after approvals.
 - c. Envelope commissioning kick-off meeting held 3/2/20.
 - d. Drawings for additional work expected to be received on 3/6/2020
 - e. Removing existing floor boxes in Media Center due to condition. They are not being reused.
 - f. Vestibule walk-off mat selection – Option 1 was selected.
3. Don O'Day reviewed the schedule. He will be giving a project update to the Board of Education on 3/16/2020.
4. Public Comment
5. Don O'Day moved to Adjourn. Jay Keenan seconded the motion. Motion passed 5-0. Meeting adjourned at 7:40pm.

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