

Town of Woodbridge
Center School Building Renovation Committee
A Sub-Committee of the Board of Selectmen

Center School Building, Room #16
Meeting Minutes
June 1, 2022

Present for Committee: Chairman Dwight Rowland, Anthony Esposito, Jr., Chief Frank Cappiello, Jeanette Glicksman, Paul Kuriakose

Present for Staff: Janice Innocenzi

Chairman Rowland called the meeting to order at 5:06 p.m.

Introduction of new Members

Chairman Rowland introduced the Committee members.

Review Revised Charge from Board of Selectmen

Chairman Rowland reviewed the Revised Charge with the Committee, general discussion took place. (A copy of the Revised Charge is hereby attached.)

Discuss Retention of an A/E Firm

Chairman Rowland outlined the procedure to secure an A/E firm.

Review PD Space Needs Assessments (October, 2012)

The Committee reviewed the floorplan and discussion took place. For the next meeting, Mr. Rowland asked Chief Cappiello to further review the report and assess the Police Department's current needs. Ms. Glicksman was asked to do the same for her Department. (A copy of the space needs assessment for the Police Department generated back in 2012 is hereby attached.)

Establish Future Meeting Dates

The next meeting will take place on Wednesday, June 22, 2022 at 10:00 a.m. in the Police Department Training Room.

Other Business

None

Adjournment: The Meeting adjourned at 6:00 p.m.

Center Building Renovation Committee

Membership:

Chair Dwight Rowland, Police Chief Frank Cappiello, Police Commissioner Andy Esposito, Human Services Director Jeanette Glicksman and Selectman Paul Kuriakose. Janice Innocenzi will staff the committee.

Construction Parameters:

The committee will work to plan, design, construct and recommend financing for upgrades to convert the Center Building into a modern space for offices, classrooms and programs as well as a modernized police department. They will conduct and complete a thorough analysis and make suggestions for all building systems including electric, plumbing, HVAC, technology infrastructure, building envelope (including roofs, windows and insulation) and finishes. The scope of the project includes all areas of the Center Building, including the Gym, Police Department, Human Services offices and daycare rooms, but does not include the Senior Center space currently under renovation (kitchen, restroom, lounge and cafeteria).

The committee shall apply best practices for sustainable design including the use of sustainable and energy efficient products and materials, LEED Certification (if applicable) and the possible use of “green” energy and other techniques and seek grant opportunities to fund or offset the additional potential cost of these initiatives.

Tasks:

The committee shall seek assistance from an architect/engineering firm, in accordance with a Request for Proposals.

The committee will recommend the retention of an architect/engineering firm, in accordance with the RFP and the Town’s Bid Requirements Policy and obtain the necessary authorization by the Board of Selectmen to enter into contract(s).

Upon approval of the Woodbridge Board of Selectmen of the construction/design plan, the committee shall seek bids on all aspects of the construction in accordance with the Town of Woodbridge Purchasing Policy.

The committee will work to identify funding sources for the project, including state and federal grants.

The committee shall recommend to the Woodbridge Board of Selectmen the selection of one or more firms to perform the construction after receipt and review of the bids. The committee shall also oversee construction of the proposed project.