

Town of Woodbridge
Center Building Renovation Committee
Regular Meeting
-Minutes-
September 20, 2023

The regular Meeting of the Center Building Renovation Committee took place in the Training Room at the Woodbridge Police Department on Wednesday, September 20, 2023, at 10:00 a.m.

Present for Committee:

Chairman Dwight Rowland, Frank Cappiello, Susan Davidson, Jeanette Glicksman

Others: Michelle Miller & Robert Banning - Silver Petrucelli & Associates, Anthony Genovese, John Adamovich - Rec Dept.; Brad Parsons – Facilities

Present for Staff: Administrative Assistant Janice Innocenzi

Approval of Minutes / Regular Meeting – July 20, 2023

The Committee voted (Glicksman/Cappiello) to approve the minutes of the Regular Meeting of the Center Building Renovation Committee held July 20, 2023.

Update of Center Gym (STEAP Grant) Project

- **Review of SP&A Updated Construction Documents (08/11/23)** – Michelle Miller provided a slide presentation. Michelle and Bob Banning reviewed all updated construction documents, including mechanicals. Material samples were made available for the Committee’s perusal. It was determined that additional hazmat evaluation needs to be done in certain ceiling areas.
- **Review of Revised Estimate & Specifications / Bid Documents** – Estimates were revised for bid. Specs were also reviewed, and feedback was given by Chairman Rowland. Chairman Rowland requested that SP&A finalize the documents for our October 19, 2023 meeting.
- **Action, as Appropriate**
No motions made; no votes taken.

Center Building Renovation Project

- **Receive Update from SP&A (Phase 1 Schedule), Tasks Completed / Progress – Center Bldg. – Facilities Conditions Assessment (09/12/23)** – Michelle Miller and Bob Banning reviewed the assessment of the building, as is. Any corrective actions were itemized. SP&A will look into rooftop solar options. Chairman Rowland requested to have programming ready for the October 19, 2023 meeting.
- **Action, as Appropriate**
No motions made; no votes taken.
- *Brad Parsons left the meeting at 11:10 a.m.*
- *Jeanette Glicksman left the meeting at 11:45 a.m.*

SP&A Invoices

- **Center Building Renovation Project** – Invoices were reviewed by Chairman Rowland. *The Committee voted unanimously (Rowland/Cappiello) to approve payment of the September 1st Center Building Renovation invoices, taking into consideration July and August bills.*
- **Center Gym (STEAP Grant) Project** – Invoices were reviewed by Chairman Rowland. *The Committee voted unanimously (Rowland/Davidson) to approve payment for Phases 1, 2, 3 & 4 of the Center Gym (STEAP Grant) Project.*

Other Business There was no other business discussed.

Adjournment

The Committee voted unanimously (Davidson/Cappiello) to adjourn the meeting at 12:02 p.m.

Respectfully submitted, Janice Innocenzi

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-Motions-
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Update of Center Gym (STEAP Grant) Project

- No motions made; no votes taken.

Center Building Renovation Project

- No motions made; no votes taken.

SP&A Invoices

- **Center Building Renovation Project**

The Committee voted unanimously (Rowland/Cappiello) to approve payment of the September 1st Center Building Renovation invoices, taking into consideration July and August bills.

- **Center Gym (STEAP Grant) Project**

The Committee voted unanimously (Rowland/Davidson) to approve payment for Phases 1, 2, 3 & 4 of the Center Gym (STEAP Grant) Project.

Other Business

There was no other business discussed.

Adjournment

The Committee voted unanimously (Davidson/Cappiello) to adjourn the meeting at 12:02 p.m.

Respectfully submitted, Janice Innocenzi