

**Town of Woodbridge**  
**Center Building Renovation Committee**  
**Regular Meeting**  
**-Minutes-**  
**October 19, 2023**

The Regular Meeting of the Center Building Renovation Committee took place in the Training Room of the Woodbridge Police Department on Thursday, October 19, 2023, at 10:00 a.m.

*Present for Committee:*

*Chairman Dwight Rowland, Frank Cappiello, Susan Davidson, Paul Kuriakose*

*Others: Michelle Miller – Silver Petrucelli & Associates, Anthony Genovese – Finance Director, John Adamovich & Jon DeMayo - Rec Dept., Brad Parsons – Facilities*

*Present for Staff: Administrative Assistant Janice Innocenzi*

**Approval of Minutes / Regular Meeting – September 20, 2023**

***The Committee voted unanimously (Davidson/Kuriakose) to approve the minutes of the Regular Meeting of the Center Building Renovation Committee held September 20, 2023.***

**Update of Center Gym (STEAP Grant) Project**

• Review of SP&A Updated Construction Documents (10/10/23) –

- Bid Advertisement Date: 11/08/23
- Bid Walk Through Date: 11/16/23 @ 11:00 a.m.
- Bid RFI Deadline: 11/27/23
- Bid Due Date: 12/04/23 @ 3:30 p.m.
- Meet with Low Bidder: 12/08/23
- Present to Board of Selectmen: 12/13/23

• Action, as Appropriate –

***The Committee voted unanimously (Rowland/Kuriakose) to accept the construction documents issued by SP&A for the bid, specs, and documents.***

- Dwight asked Michelle to send updated drawing specs to Anthony Genovese.
- *Anthony Genovese left the meeting at 10:23 a.m.*
- Ms. Davidson asked for clarification on the cost of the ADA and lobby bathrooms. She remarked that the curbing by the entrance to the gym needs to be reworked to make it more accessible for seniors.

**Center Building Renovation Project**

• Receive Update from SP&A (Phase 1 Schedule), Tasks Completed / Progress – Center Bldg. – Space Needs Study / Review Future Planned Activities / Schedule –

- Received Space Needs Program from SP&A.
- Square footage for Police Department is deficient by 6,457 square feet.
- Basement – Police Storage Room area has water issues.
- EMS Room needs work. Possibly make the room smaller and use the remaining square footage for Police storage needs.
- A lift will be needed in the stairwell.
- Daycare rooms will be part of Human Services space.
- Revisit lower level space. More space is needed for the generator.
- Schematics will be ready for the November 16 meeting with space needs recommendations.

- Action, as Appropriate –  
*The Committee voted unanimously (Rowland/Cappiello) to accept the space needs document for the Police Department and Human Services, and to move forward with the understanding that this is the starting design and adjustments will be made.*

**SP&A Invoices**

- None to review at this time.

**Other Business** There was no other business discussed.

**Adjournment**

*The Committee voted unanimously (Davidson/Cappiello) to adjourn the meeting at 10:57 a.m.*

Respectfully submitted, Janice Innocenzi

**Town of Woodbridge**  
**Center Building Renovation Committee**  
**Regular Meeting**  
**-Motions-**  
**October 19, 2023**

**Approval of Minutes / Regular Meeting – September 20, 2023**

*The Committee voted unanimously (Davidson/Kuriakose) to approve the minutes of the Regular Meeting of the Center Building Renovation Committee held September 20, 2023.*

**Update of Center Gym (STEAP Grant) Project**

- Action, as Appropriate –

*The Committee voted unanimously (Rowland/Kuriakose) to accept the construction documents issued by SP&A for the bid, specs, and documents.*

**Center Building Renovation Project**

- Action, as Appropriate –

*The Committee voted unanimously (Rowland/Cappiello) to accept the space needs document for the Police Department and Human Services, and to move forward with the understanding that this is the starting design and adjustments will be made.*

**SP&A Invoices**

- No invoices to review.

**Other Business**

There was no other business discussed.

**Adjournment**

*The Committee voted unanimously (Davidson/Cappiello) to adjourn the meeting at 10:57 a.m.*

Respectfully submitted, Janice Innocenzi