



Town Building Committee for BRS Capital Projects **Friday, November 3rd 2023 (hybrid meeting)**

Meeting Minutes

The following committee members were present: Sheila McCreven (BOS), Donavon Lofters (BOF), Jeff Hughes (WBOE). The following were also present: Tony Genovese (Town Administrative Officer and Director of Finance), Lynn Plascyk (WBOE Chairman), Vonda Tencza (WSD Superintendent), Donna Coonan (WSD Director of Business Services and Operations), David Stein (SP&A), Enzo Chiarelli (SP&A), Joseph Lenahan and Daniel Chiburis (F&O).

Chairman Sheila McCreven called the meeting to order at 8:38am.

On a motion by Jeff, seconded by Donavon, the committee voted unanimously to approve the previous meeting's minutes.

Sheila welcomed everyone and asked David to begin the presentation of construction document schematics and budget materials related to the roofing portion of the project for the committee's consideration. He noted that this will be a full roof replacement for the areas included in the project, which are past their useful life and now beyond warranty – key requirements for maximizing state reimbursement for the project.

The project plans as presented include safety enhancements such as a ladder between roof elevations, secondary drains, pitching of roof segments to meet current requirements, and the addition of 5" of insulation that will improve energy savings. He also answered several questions from committee members regarding the project plans and cost estimates, noting that the cost of approximately \$1.4mn calculates out to roughly \$37 per square foot, and that the new roof sections will have a 20-year warranty.

On a motion by Jeff, seconded by Donavon, the committee voted unanimously to recommend to the BOS for its consideration the plan and cost estimate materials as presented (attachment A). Upon approval by the BOS, David's team is prepared to submit the project to the state.

David then provided a brief overview of the timeline and stated that the project is on or slightly ahead of schedule and noted that among upcoming key dates he expects to have a contractor onboard by the end of March so work can begin on schedule as the close of the school year approaches.

Joe and Enzo then walked the committee through a detailed overview of current grounds conditions, including an update on 30 areas of concern that had been noted in the 2011 F&O report, as well as 17 additional areas of concern added as of 2023. The committee agreed that next steps for this portion of the project will be for the WBOE team to meet to determine scope and sequence preferences, and then the TBC will meet to receive these recommendations in the form of project plans and cost estimates so these can be considered for forwarding to the BOS for action in tandem with the annual capital budget requests in January 2024.

The committee will set its next meeting date once the WBOE has had a chance to complete its consideration and finalize its recommendations.

On a motion by Jeff, seconded by Donavon, the committee voted unanimously to adjourn its meeting at 9:53am.