

**Town of Woodbridge**  
**Center Building Renovation Committee**  
**Regular Meeting**  
**-Minutes-**  
**November 16, 2023**

The Regular Meeting of the Center Building Renovation Committee took place in the Training Room of the Woodbridge Police Department on Thursday, November 16, 2023, at 10:00 a.m.

Present for Committee:

*Chairman Dwight Rowland, Frank Cappiello, Andrew Esposito, Jr., Jeanette Glicksman, Susan Davidson, Paul Kuriakose*

*Others: Michelle Miller – Silver Petrucelli & Associates, 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/Cappiello) to approve the minutes of the Regular Meeting of the Center Building Renovation Committee held October 19, 2023, with a correction made to the date of the motions.*

*Those in Favor: Davidson, Rowland, Cappiello, Kuriakose*

*Abstained: Glicksman, Esposito*

*Motion Carries.*

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

- SP&A Updated Construction Documents (Wage Rates) and Action, as Appropriate -
- Chairman Rowland said we are still waiting to receive wage rates. Michelle Miller expects to receive them November 17, 2023.
- The December 14, 2023 regular meeting will be cancelled and rescheduled as a Special Meeting on December 12, 2023 at 10:00 a.m. in the Police Department Training Room, followed by the Bid Walk Through at 11:30 a.m.
  - Bid Date: 11/27/23
  - Bid Due Date: 01/03/24 @ 3:30 p.m.
  - Bid Walk Through (Gym): 12/12/23 @ 11:30 a.m.
  - Bid RFI Deadline: 12/22/23
- Chairman Rowland said the STEAP Grant bid results must be submitted to the State before going to the Board of Selectmen.
- Brad Parsons will send all final hazmat reports to Michelle Miller.

Action, as Appropriate –

There were no motions made, no votes taken.

- John Adamovich left the meeting at 11:02 a.m.
- Paul Kuriakose left the meeting at 11:10 a.m.

### **Center Building Renovation Project**

- Receive Update from SP&A (Phase 1 Schedule), Tasks Completed / Progress –
  - Michelle Miller reviewed the details of the updated preliminary plans. Discussion took place.
  - Chairman Rowland recommended hiring a qualified construction manager.
  - Michelle Miller will update the floor plans again, per today’s suggestions and feedback. She will also meet with Chief Cappiello and Andy Esposito on November 22, 2023 to further discuss the plans for the Police Department.
  - Chairman Rowland asked Michelle Miller to begin phasing.

### **Action, as Appropriate –**

There were no motions made, no votes taken.

### **SP&A Invoices**

- 10/01/23 (STEAP Grant Gym)  
*The Board voted unanimously (Glicksman/Esposito) to approve the SP&A STEAP Grant Gym invoice.*
- 10/01/23 (Center Building Renovations–Phase I)
- 11/01/23 (Center Building Renovations–Phase I)  
*The Board voted unanimously (Esposito/Davidson) to approve both of the SP&A Center Building Renovations – Phase I invoices.*

### **Other Business**

- 2024 meeting dates will be set at the next meeting.

### **Adjournment**

*The Committee voted unanimously (Davidson/Glicksman) to adjourn the meeting at 11:30 a.m.*

Respectfully submitted,  
Janice Innocenzi

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**Center Building Renovation Committee**  
**Regular Meeting**  
**-Motions-**  
**November 16, 2023**

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*Abstained: Glicksman, Esposito*

*Motion Carries.*

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

- Action, as Appropriate – There were no motions made, no votes taken.

**Center Building Renovation Project**

- Action, as Appropriate – There were no motions made, no votes taken.

**SP&A Invoices**

- 10/01/23 (STEAP Grant Gym)

*The Board voted unanimously (Glicksman/Esposito) to approve the SP&A STEAP Grant Gym invoice.*

- 10/01/23 (Center Building Renovations–Phase I)

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*The Board voted unanimously (Esposito/Davidson) to approve both of the SP&A Center Building Renovations – Phase I invoices.*

**Other Business**

There were no motions made, no votes taken.

**Adjournment**

*The Committee voted unanimously (Davidson/Glicksman) to adjourn the meeting at 11:30 a.m.*

Respectfully submitted,  
Janice Innocenzi