

Town of Thompson
Building Committee Minutes
Wednesday, May 12, 2021
6:00pm

In attendance:	Absent:
John Rice	Jon Hoenig
Larry Consiglio	Frank Langlois
Paul Provost	
David Poplawski	
Brian Santos	
Bill Witkowski	

Also in attendance: Melinda Smith, Amy St. Onge, Bill Birch, Linda Jarmolowicz

I. Call to Order

Chairman John Rice called the meeting to order at 6:03pm.

II. Roll Call

All members present except Jon Hoenig and Frank Langlois.

III. Approval of Minutes

a. April 14, 2021 Regular Meeting

Motion by Larry Consiglio, seconded by Bill Witkowski, to accept the minutes of the regular meeting on April 14, 2021.

Motion – Passes. Unanimous.

IV. Approval of Invoice:

Motion by Bill Witkowski, seconded by Larry Consiglio, to pay invoice #042191240 from Tight & Bond in the amount of \$4,628.40.

Motion – Passes. Unanimous.

V. Approve invoices received after agenda posted

None.

VI. Review of Financial Summary of Current Project

The committee reviewed an invoice summary, oil spill expenses sheet, and a Tighe & Bond study, provided by the town Finance Director. Discussion was held regarding the remaining balance.

VII. Bill Birch Report/Update

The first shipment of roofing materials should be arriving on school campus soon. The roofing project is on schedule. Bill questioned the submittals from Jay Viamari and wants to know how to handle them. Brian Santos and Larry Consiglio would like to see if anything is missing from the submittals and would like to review them, along with the shop drawings. Discussion was held.

VIII. Bill Witkowski/Sub-Committee Update

Bill Witkowski stated that he is waiting to see if the referendum passes first before pursuing the bull hill fields project. He has seeked information from other people regarding the project and will see where he stands in a month.

John Rice asked Amy St. Onge about the budget for the project and if the funding is approved, does the project need to go to referendum. Amy St. Onge only stated that the project will need to go out to bid if the project is over \$10,000. This will be discussed at the sub-committee meeting.

IX. Approval process for paying bills for Roof Project

John Rice stated that a process for review and payment of invoices coming in from Tighe & Bond to the town Finance Department needs to be discussed.

The committee agreed that all of the invoices for the Roof Project go to Jay Viamari from Tighe & Bond first. If he approves them, the invoices go to the building committee. Once the building committee approves, they go to the town Finance Director to be paid.

For the reimbursement process, looking at the financial statements from the town Finance Director, there are three projects compiled into one statement. All of the roof project expenses have to be specific to the roofing project and when it comes time for reimbursement, the building committee needs the purchase order, the invoice, and the cancelled check for every single expense.

Brian Santos suggested that from Imperial Restoration, Jay Viamari also receive AIA documentation (G702 & G703), not just the invoices.

X. Other business deemed pertinent to the Committee

Brian Santos brought up CT Green Bank and their solar field proposal, and he will forward some specifics regarding the project for the next meeting.

XI. Adjournment

Motion by Bill Witkowski, seconded by Brian Santos, to adjourn the meeting at 6:30pm.

Motion – Passes. Unanimous.

Minutes submitted by: Danielle Pederson, Recording Secretary