

# Thompson Building Committee

## Meeting Minutes

September 27, 2023

In attendance: William Witkowski  
Brian Santos  
Dean Kwasniewski  
Davis Poplawski

Absent: Thomas Angelo  
Frank Langlois

Also in attendance: Melinda Smith, William Birch, Linda Jarmolowicz, Greg Guillot, Michael Perry, Tyra Penn-Gesek

From the Thompson Library: Alison Boutaugh, Donna Lynch

From Silver, Petrucelli, & Associates: Michelle Miller

From Tighe & Bond: Brad Mezquita, Ryan Morrison

From Kropp Environmental: Sally Kropp

### I. Call to Order

William Witkowski called the meeting to order at 6:02pm.

### II. Roll Call

All in attendance except Thomas Angelo and Frank Langlois.

### III. Approval of Minutes

- a. Regular Meeting – August 9, 2023

**Motion** by Brian Santos, seconded by Dean Kwasniewski, to approve the minutes of the Regular Meeting Minutes of August 9, 2023 as presented.

**Motion – Passes. Unanimous.**

### IV. Approval of Invoices

- a. Invoice #23-948 Silver, Petrucelli & Associates \$ 8,000.00

**Motion** by Brian Santos, seconded by Dean Kwasniewski, to approve to pay invoice #23-948 from Silver, Petrucelli & Associates in the amount of \$8,000.

**Motion – Passes. Unanimous.**

- b. Invoice #23-956 Silver, Petrucelli & Associates \$ 7,320.00  
TABLED.

- c. Invoice #23-1120 Silver, Petrucelli & Associates \$ 4,000.00

**Motion** by Brian Santos, seconded by Dean Kwasniewski, to approve to pay invoice #23-1120 from Silver, Petrucelli & Associates in the amount of \$4,000.

**Motion – Passes. Unanimous.**

- d. Invoice #23-1128 Silver, Petrucelli & Associates \$10,050.00  
TABLED.

**V. Approval of Invoices After Agenda Posted**

None.

**VI. Town Library Oil Tank Replacement**

William Witkowski stated that the committee needs drawings for the oil tank replacement to review. Sally Kropp will share drawings with the committee. Changes have been highlighted in the Quotation for Underground Storage Tank Replacement Services. Discussion was held regarding Eversource, prevailing wage, and pavers. The Building Committee will have a site walkthrough at the library.

**VII. HVAC Update**

Bill Birch stated that state has released the project to go to bid. He and Superintendent Smith will be putting together a first draft next week. They need to submit by the end of December 2023.

**VIII. Track Project Update**

Brian Santos stated that there is a financial change order Tighe & Bond is looking for to put the track out to bid. The project could go out to bid mid to late October. Mr. Santos suggested October 16<sup>th</sup> to go out to bid, with a due date of November 6, 2023.

Tyra Penn-Gesek stated that the STEEP grant award is supposed to be released at the end of this month.

**Motion** by David Poplawski, seconded by Brian Santos, to add to agenda Item XI.b. for approval of \$5,000 change order from Tighe & Bond to move forward with the track bid.

**Motion – Passed. Approved.**

**IX. Salt Facility/Safety Complex Update**

Janet Blanchette, William Witkowski, and Amy St. Onge walked around the area where the salt storage is going. The wetlands permit has already been approved. The drawings can be wrapped up and the project can move forward and get ready for bidding. Michelle Miller will give the committee a timeline.

**X. Security Project Update (Executive Session)**

**Motion** by Brian Santos, seconded by Dean Kwasniewski, to enter into Executive Session at 6:45pm.

**Motion – Passes.**

Committee invited into Executive Session: Melinda Smith, William Birch, William Steglitz, Greg Guillot, Danielle Pederson, Michelle Miller.

*Committee out of Executive Session at 7:10pm.*

**XI. Review of Financial Summary of Current Projects**

a. William Steglitz provided a Building Committee Financial Report for review, dated September 13, 2023. Consensus of the committee is to put the remaining \$10,000 balance back into the budget and close the School Roof project.

b. **Motion** by Brian Santos, seconded by David Poplawski, to approve \$5,000 in the change order from Tighe & Bond to move forward with the track bid.

**Motion – Passes. Unanimous.**

**XII. Correspondence**

None.

**XIII. New Business**

**XIV. Other business deemed pertinent to the Committee**

Brian drafted an RFP for the library oil tank project.

The solar project was discussed. The location of the solar field needs to be moved to a spot on school campus that is close to the north end of the property, where the transformer is located at the Town Hall.

**XV. Adjournment**

**Motion** by Brian Santos, seconded by Dean Kwasniewski, to adjourn the meeting at 7:19pm.

**Motion – Passes. Unanimous.**

Minutes submitted by: Danielle M. Pederson, Recording Secretary