

Town of Woodbridge

Center Building Renovation Committee

Special Meeting

-Minutes-

January 25, 2024

A Special Meeting of the Center Building Renovation Committee took place in the Main Meeting Room at Woodbridge Town Hall on Thursday, January 25, 2024, at 10:00 a.m.

Present for Committee:

Chairman Dwight Rowland, Frank Cappiello, Jeanette Glicksman, Susan Davidson, Paul Kuriakose, David Vogel

Others: *Michelle Miller – Silver Petrucci & Associates, Mica Cardozo – First Selectman, Anthony Genovese – Finance Director, Brad Parsons – Facilities*

Present for Staff: *Administrative Assistant Janice Innocenzi*

Approval of Minutes / Special Meeting – December 12, 2023:

The Committee voted unanimously (Davidson/Cappiello) to approve the minutes of the Special Meeting of the Center Building Renovation Committee held December 12, 2023.

Update of Center Gym (STEAP Grant) Project:

• **Review of Bids Received on 01/10/24 -**

- Jeanette Glicksman requested the minutes reflect that the original bid return date of 01/03/24 was missed.
- Chairman Rowland prepared and distributed a spreadsheet of the gym bid results received from four (4) companies, which were reviewed and discussed.
- Chairman Rowland would like the Town to invite the low bidder in for a complete scope review next week and let them know what is missing. Chairman Rowland will draft an e-mail invitation for Anthony Genovese to send to the low bidder requesting a meeting with them on Wednesday, January 31, 2024 at 1:30 p.m.
- Chairman Rowland asked Brad to provide him with a list of demolition items Facilities could possibly perform.

• **Action, as Appropriate –**

The Committee voted unanimously (Rowland/Glicksman) to meet with the low bidder next week for a complete scope review, ask them to provide missing documents, and meet the project manager in person.

Center Building Renovation Project:

• **Receive Update from SP&A (Phase 1),**

Review Updated SP&A Proposed Program and Proposed Floor/Phasing Plans –

- Michelle Miller reviewed the updated proposed program and the proposed floor/phasing plans. General discussion took place.
- Chairman Rowland said the architect will now prepare a detailed estimate, which he would like to present to the Board of Selectmen in March.

• **Action, as Appropriate –**

There were no motions made, no votes taken.

- **Review SP&A (SF – Order of Magnitude) Estimate, Review Proposal from SLR International (01/05/24) Parking Analysis –**
 - Michelle Miller reviewed the preliminary cost per square foot estimate and the anticipated project total.
 - Michelle Miller reviewed the parking analysis proposal. Jeanette Glicksman requested the analysis be done on a Tuesday or Thursday when there is higher usage of parking areas, instead of Friday when usage is light.
- **Action, as Appropriate –**
There were no motions made, no votes taken.

SP&A Invoice:

- **SP&A Invoice Dated 01/15/24 (Center Building) –**
 - Chairman Rowland reviewed the invoice dated 01/15/24.

The Board voted unanimously (Glicksman/Davidson) to approve payment of \$1,500 and leave \$3,500 unpaid until the estimate is complete and we present it to the Board of Selectmen for action.

Other Business

- There was no other business to discuss.

Adjournment

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

Respectfully submitted,
Janice Innocenzi

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Center Building Renovation Project

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