

Town of Woodbridge

Center Building Renovation Committee

Special Meeting

-Minutes-

April 23, 2024

A Special Meeting of the Center Building Renovation Committee took place in the Training Room of the Woodbridge Police Department on Tuesday, April 23, 2024, at 10:00 a.m.

Present for Committee:

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

Others: *Michelle Miller, Project Manager - Silver Petrucci & Associates*

Present for Staff: *Administrative Assistant Janice Innocenzi*

Approval of Minutes / Regular Meeting – March 13, 2024:

The Committee voted unanimously (Vogel/Cappiello) to approve the minutes of the March 13, 2024, Regular Meeting of the Center Building Renovation Committee.

Update of Center Gym (STEAP Grant) Project:

• Project Update - Pelletier Construction

Chairman Rowland provided the following updates:

- A meeting was held with the contractor on April 22, 2024 to get updates. Chairman Rowland, Anthony Genovese, Michelle Miller, and Pelletier Construction attended.
- A new Project Manager is on board. Chairman Rowland is waiting for a letter.
- A schedule has not been submitted yet; possibly later this week.
- Anthony Genovese requested the contractors wait until after the May 7, 2024 referendum to start the project. They will get back to us with a start date.
- Chairman Rowland requested a “look ahead” schedule for their upcoming week’s work.
- Contractors must be done by *no later* than October 1, 2024.
- No submittals have been made yet, which is a concern.
- The next meeting with Pelletier Construction is May 9, 2024. Going forward, we will meet with them every two weeks.

Center Building Renovation Project:

• Presentation to the Joint Woodbridge BOS / BOF & Discuss Options

- Chairman Rowland asked the First Selectman’s consideration to meet with the joint Boards of Selectmen and Finance to provide them with an update of what has been done so far and to have the opportunity to present, update the progress made, and explain all phases of the project and the approximate cost of each phase. He wants to review everything we have done in the last two years, and offer a walk-through for new Board members.
- Chairman Rowland will request that the building envelope be done, which includes the roof, exterior, doors/windows, front ramp, cupola, trenching, mechanicals and electric.
- Michelle Miller will explain the existing conditions of the building.
- Present to joint Boards on May 16, 2024 at 6:00 p.m., after the regular Board of Finance meeting concludes. Chairman Rowland would like all Center Building Renovation Committee members to attend, as well as David Stein from SP&A.
- Chairman Rowland will request a walk-through be conducted on either May 2, 6, or 7th.

• Action, as Appropriate: No motions made; no votes taken.

Other Business:

- A special meeting will be held on May 7, 2024.
- The regular meeting on May 15, 2024 will be cancelled.

Adjournment

The Committee voted unanimously (Glicksman/Cappiello) to adjourn the meeting at 11:17 a.m.

Respectfully submitted,
Janice Innocenzi
Administrative Assistant

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Update of Center Gym (STEAP Grant) Project:

Project Update - Pelletier Construction

- No motions made; no votes taken.

Center Building Renovation Project:

Presentation to the Joint Woodbridge BOS / BOF & Discuss Options

- No motions made; no votes taken.

Other Business

There were no motions made; no votes taken.

Adjournment

The Committee voted unanimously (Glicksman/Cappiello) to adjourn the meeting at 11:17 a.m.

Respectfully submitted,
Janice Innocenzi
Administrative Assistant