1. **Call to Order:** The meeting was called to order at 6:40 by Tom Kolodziej. In attendance were Tom Kolodziej, Josh Gemmell, and Joseph Malon. Staff present included John Elsesser, Town Manager, Amanda Backhaus, Finance Director, and Bill Trudelle, BOE Director of Facilities.

2. **Approval of Minutes:** Josh Gemmell made a motion to approve the minutes from December 5, 2019. The motion was seconded by Joe Malon. The following changes were identified:
   - Josh’s last name has to Ls
   - Bottom of the first page should say “she” rather than “her”
Minutes were passed unanimously with the changes noted.

3. **Project Financial Status Update:** Amanda distributed the project financial status. She noted that there have been no updates on the Financial Status as there are no active projects at this time.

4. **Fire Door Update:** Bill noted that he talked to Dan Tierney, the State Building inspector today. Everything relating to the issue with the fire doors has been straightened out – and Dan will write a letter to the State noting it is a code violation. This means the State will cover the reimbursement for the code work. Bill noted that the current estimates are $71k plus an estimated $80k in doors. Bill noted this amount is well under what BL originally estimate at $249k. He is hopeful that the State approval will be in a timely manner and the work should still be able to get completed this summer.

5. **Asbestos Engineering Contract Update:** Bill notes this was submitted with the fire doors to the State so we are all set and waiting on State approval for this project as well. Cost estimate for this have come in at $75k and we had $150k budgeted so there will be significant savings there as well.

6. **RFP for additional design services for the unit ventilator:** John noted that approached ECG to get assistance with drafting the RFP for the unit ventilators and ECG declined. John notes that we reviewed the project again and it is just way too complex for us to draft on our own. John notes we need to find a knowledgeable engineering firm to help write up a design RFP. Josh Gemmell noted Fuss & O Neil could do that and inquired if that would preclude Fuss from bidding on the work. John said yes. Josh said he will need to get approval from others at Fuss to pursue this option and make sure all parties are OK with not bidding on the construction. He noted he felt this will be less of a conflict of interest for him since he is on the committee. John noted we got the name of two firms from the microgrid group - but John would prefer to have a RFP done rather than getting pricing from individual firms. Joe Malon asked if precluding Fuss from bidding would result in issues further down the road when we look to find someone to do
the construction. John noted he knows of 4 other firms who do this kind of work - just not sure if they would be interested in bidding. John noted unless we want to go back to the traditional route - he would like to pursue hiring a firm to draft the RFP and work with Josh to see if Fuss is willing to do the work. The group gave consensus that this was a good path forward. John noted we will reach out to a few firms and if there is not a clear winner then we will invite the top two to next month’s meeting for review by the Committee.

7. **Other Items:** None noted.

8. **Adjournment:** Motion to made by 6:52 p.m. to adjourn made by Joe Malon, seconded by Josh Gemmell and unanimously approved.

Respectfully submitted,

[Signature]

Amanda L. Backhaus
Finance Director