1. **Call to order:** Tom Kolodziej called the meeting to order at 6:33 pm. Present were: Tom Kolodziej, Joe Malon, Mary Kortmann, Josh Gemmell, and Jenn Reilly. Also present: Amanda Backhaus, Finance Director; and Bob Carroll BOE Business Manager.

2. **Approval of minutes:** Motion made to approve the minutes from January 2, 2020 by Joe Malon seconded by Josh Gemmell. Motion passes unanimously with both Mary and Jenn abstaining.

3. **Project Financial Status:** Amanda noted there have been no changes from last meeting. She has regrouped the projects to separate Town vs. BOE vs general bonding categories.

4. **Fire Door Update:** Bill Trudelle last emailed on January 16 regarding the fire doors. He met with Vulcan and is working with the State to get the grants approved. Jenn asked for clarification on the status as she has missed a meeting. Amanda outlined that the doors have been deemed a code issue and we are moving forward with finalizing the grants.

5. **Asbestos Engineering Contract:** Amanda noted she had no update for this item. Joe asked if they found more asbestos then originally planned. Mary noted this project does not include all of the asbestos. There is more and the schools are aware of it. Tom noted some was covered and sits under the tiles. We were told the areas were safe as long as they are not uncovered. Mary noted the floor is bubbling in the cafeteria which caused it to be included in this project. After this project was approved, they looked at adding additional classrooms for abatement but there was not enough funding in this bond to do the classrooms. Perhaps there will be funding in a future bonding. Mary asked about the status of the bids. Bob Carroll arrived and noted Bill has a meeting on March 9th with the State to hopefully finalize everything.

6. **RFP for additional design services for the unit ventilator:** Bob noted John Elsesser, Town Manager, had a comment about prevailing wage. Amanda noted Bill and the microgrid team both had a few comments which were emailed directly to Josh. Josh noted he had reviewed those comments and was fine with them. He will work on the wording for the microgrid sections and update accordingly. Josh noted he was confused about one of John's comments regarding CHRO. Amanda said she will provide language for prevailing wage and CHRO. Tom noted we have lost contractors who are not interested in paying prevailing wage. Jenn had a couple questions – she asked if there is no AC in the schools currently? Tom clarified that gyms, admin offices and a few other locations do - but the classrooms do not currently have AC. Josh noted the base bid does not add cooling. He noted Addendum Alternate 1 is for the microgrid and Addendum Alternate 2 invites for potential solutions for cooling. Josh noted we need to make sure
any cooling would be in line with the microgrid expectation - which has only focused on heating. Mary liked having it in the RFP as an option. Josh noted he requested 4 pipe unit for add. alternate 2 so there would be no change in equipment regardless if alternate 2 is actually done. Jenn noted we have had issues with timing in the past with doing projects in the summer and then they get delayed. Jenn asked about how the Town intends to advertise. Amanda said we post online and also post in local newspapers. She will make sure to get it on the State's website as well. Motion was made to approve RFP with corrections as noted by Mary, seconded by Joe. Motion passed unanimously with Josh abstaining.

7. **Other matters:** Amanda gave a brief update on the microgrid noting we are waiting on the group to obtain financing. Tom noted that since we are meeting now and the RFP goes out in March - we will really not have much to meet about. Tom noted we can schedule a special meeting if need be. Consensus was made to cancel the March meeting.

8. **Adjournment:** Meeting was adjourned at 7:10 pm with a motion made by Josh seconded by Joe and passed unanimously.

Respectfully submitted,

Amanda L. Backhaus
Finance Director

*Note: Minutes draft until approved at subsequent meeting by Committee.*