

**TOWN OF GRANBY  
SCHOOL PROJECTS BUILDING COMMITTEE  
SPECIAL MEETING  
SEPTEMBER 25, 2024  
MINUTES**

**PRESENT:** Toby Proctor, Eric Brown and Mark Migliaccio

**ALSO PRESENT:** Mike Walsh, Town Manager and Nicole Stevenson, BOE Business Manager

Chairman Proctor confirmed a quorum and called the meeting to order at 5:35 p.m.

**Public Comment:** None.

**Review Agenda:** No changes were made.

**Approval of Minutes**

On a MOTION by E. Brown, seconded by M. Migliaccio, the Committee voted unanimously (3-0-0) to approve the Minutes of May 21, 2024.

**Business**

A. Introduction of BOE Director of Finance and Operations, Nickie Stevenson

After an introduction by Chairman Proctor, N. Stevenson shared information about herself and her background. She was asked about her experience working with the State regarding project reimbursements. She said she hasn't had a lot of experience in this area but has recruited help to walk her thru the process for the high school roof project.

B. Discussion Regarding Confirmation of the High School Roof Project Being Complete and Ready to Hand off to the BOE

N. Stevenson reported the BOE discussed the high school roof project at their September 4<sup>th</sup> meeting, including the completion of the project. At their September 18<sup>th</sup> meeting, the minutes of September 4<sup>th</sup> were approved and signed off on. This was a necessary step for those minutes to be submitted to the State as part of the paperwork. There were three outstanding Change Orders that have been addressed. They now have the final project numbers, which are needed along with the backup paperwork and invoices to be submitted to the State. There was a question about the spreadsheet Anna Robbins had been working off of and regularly updating. N. Stevenson said she'll follow up and obtain an up-to-date copy of this. She stated K. Cheng updated it after A. Robbins left. As for the middle school roof project, all paperwork for reimbursement has been submitted to the State. It could take a good amount of time to receive the reimbursement.

C. Update on the Middle School Boiler Project

Town Manager, Mike Walsh, reported Blake Thermal has done the work installing the new boilers. The work is just about finished. All but \$30,000 of the total project cost has been paid.

D. Discussion Regarding Remaining Bond Funds Still Available

Town Manager Walsh reported currently there is \$181,000 remaining Bond Funds. The final payment for the boiler project will use \$30,000 from this amount. The remaining funds will be held for a period of time in case there are ineligible costs found from any of the projects. If, after a few years, nothing is used, the money falls back to the Bridge Account.

E. Discussion on the Committee's Future

As all the projects this Committee has overseen are closed, it's appropriate that the Committee provide a summation to the BOS. The summation should cover what's been done and possibly, suggestions for future project Committees as to how to improve the process. The Committee would like to mention that many projects were proposed at the time of the Bond Referendum and when it came time to start the projects, there wasn't enough money for all of them. They prioritized the projects and moved ahead achieving completion of a few projects.

When the projects are closed and after the report has been given to the Selectmen, this Committee will be released.

There was discussion about not having used the suggested contractor (by Gordian) and was this a wise choice? Town Manager Walsh explained he thought it did turn out to be a wise choice. There was a cost saving by going with Blake Thermal.

**Next Meeting Date**

The next meeting will be November 6, 2024 at 5 p.m.

**Adjournment**

On a MOTION by E. Brown, seconded by M. Migliaccio, the committee voted unanimously (3-0-0) to adjourn the meeting at 6:17 p.m.

Respectfully submitted,

Susan Christian  
Recording Secretary