

January 16, 2025

Regular Committee Members

Council Person Vincent Loffredo (Chair)
Councilperson Kelly Sweeney
Councilperson Anthony Gennaro
John Giuliano
Farah Scala
Richard Pelletier
Vacant
Paul Zakarian
Deborah Kleckowski-Board of Education Member

Committee Staff

Dr. Alberto Vazquez Matos, Superintendent
Jennifer Cannata, Assistant Superintendent
Christopher Puorro, Purchasing Agent
Joshua Burger, Committee Secretary
Marco Gaylord, Ex. Director of Operations
Elisha DeJesus, Director of Athletics
Natalie Forbes, Ex. Director of Finance

Meeting Minutes

*****Hybrid In-Person and Via Webex*****

Farm Hill Roof, Snow Roof, MHS Turf and Track and Indoor Air Quality Grant Building Committees
Regular Meeting
5:30PM

Members Present: Chair Loffredo, Councilperson Sweeney, Councilperson Gennaro, John Giuliano, Richard Pelletier, Paul Zakarian, Deborah Kleckowski-Board of Education Member

Members Absent: Farah Scala

Staff Present: Christopher Puorro, Purchasing Agent, Marco Gaylord, Ex. Director of Operations, Joshua Burger, Committee Secretary. **Guests Present:** Mr. Joseph Vitro, O&G

1. **Call to Order and Introductions**
 - a. Councilman Loffredo called the meeting to order at 5:30
 - b. All committee members, staff and invited guests introduced themselves to the public meeting
2. **Adoption of the agenda**
 - i. Motion made by Councilperson Gennaro
 - ii. Seconded by Councilperson Sweeney
 - iii. Vote: Unanimously approved to adopt the agenda by the member's present
3. **Public Comment**
 - a. Chair Loffredo opened public comment at 5:34
 - b. Chair Loffredo closed public comment at 5:34
4. **Discussion and review of the minutes from the December 19th, 2024 meeting**
 - a. Motion to approve the meeting minutes with corrections by Chair Loffredo
 - i. Seconded by Councilperson Kelly Sweeney
 - ii. Vote: Unanimously approved by all member's present
 - iii.
5. **Review, discussion and possible action of the Silver Petrucelli & Associates invoices numbers 25-028 dated 01/01/2025 for \$425.00 and 24-1461 dated 12/01/2024 for \$250.00**
 - i. Discussion with Christopher Puorro on payment, confirmed project is complete and is within the scope of the purchase order guidelines

- ii. Motion to approve both payments of the invoice by Chair Loffredo
- iii. Motion made by Paul Zakarian
- iv. Motion Seconded by Deborah Klekowski-Board of Education Member
- v. Vote: Unanimously approved by all member's present

6. Review, discussion and possible action of the final payment to H.I. Stone & Son Inc., in the amount of \$61,750.00, Project number 12708.00031 (MHS Track and Field Replacement)

- i. Discussion with Christopher Puorro on payment, confirmed project is complete. This payment is the retainage. Christopher also confirmed with Marco Gaylord the project is complete. Chair Loffredo inquired to Marco Gaylord if there have been any issues with the field. Marco confirmed there has not been.
- ii. Motion to approve payment of the invoice by Chair Loffredo
- iii. Motion made by Deborah Klekowski-Board of Education Member
- iv. Motion Seconded by Councilperson Kelly Sweeney
- v. Vote: Unanimously approved by all member's present

7. Update and discussion on the Farm Hill P/V Panel Project in relation to Bid Process

Ken informed the committee they had two vendors that showed. The last day for questions was yesterday and the last day for bids will be next Friday January 24th. Christopher Puorro confirmed it was highly encouraged but not required for the vendors to be present. Ken also spoke that all the paperwork is in order.

8. Update and discussion on the Snow School Roof Project in relation to the Bid Process.

Marco told the committee we had about 7-8 contractors show up for the walk through, said he spent about an hour or more with the vendors. Ken said they have prepared an addendum in coordination with Christopher Puorro, Purchasing Agent. Discussion regarding the local advantage if any to local vendors.

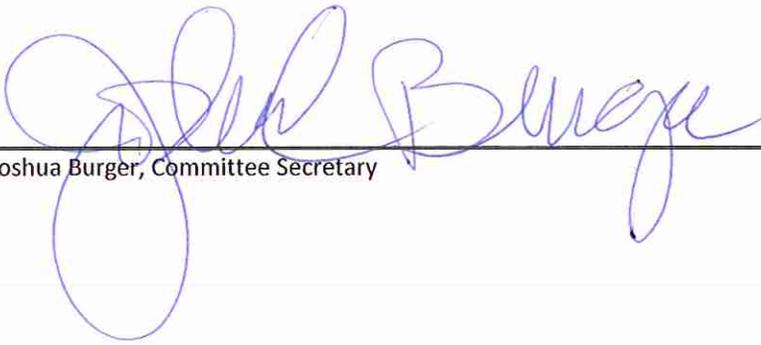
9. Update and discussion on the Indoor Air Quality Grants for the common areas of four (4) Middletown Public School Buildings at Bielefield, Farm Hill, Snow and Moody Elementary Schools.

Marco gave a history of the air quality grant program. Discussed about having meetings with the mayor over having funds set aside for us. Marco discussed the locations for the grants as Bielefield Cafeteria, Farm Hill cafeteria and gym, Moody cafeteria and gym, and snow school cafeteria. We have quotes from vendors from the state bid list. Marco discussed the process of going out to bid and hiring consultants in the process. Marco wanted to make sure the committee knows the vendors in the bid process will have a mandatory walk through. Marco informed the committee the dollar amounts of the awards being: \$218,510 for the Bielefield Cafeteria, Farm Hill School cafeteria \$201,298, Farm Hill School gym \$196, 872, Moody School cafeteria \$209,698 for the gym \$215,546 and the Snow School Cafeteria is \$218,510. Christopher Puorro shared that the finalized bid document has not been completed as of the date of this meeting. Chair Loffredo suggested a review by the committee prior to final approval.

- a. **Motion to approve the RFP for The Indoor Air Quality based on final review by the BOE staff who will report any problems back to this committee. With the committee members having 48 hours to review the materials and call in with any concerns to the appropriate staff by Paul Zakarian-committee member.**
 - i. Seconded by Deborah Klekowski- Board of Education Member
 - ii. Motion approved unanimously by all member's present

Motion to adjourn by Chair Loffredo at: 6:04 PM
Seconded by Deborah Klekowski- Board of Education Member
Vote: Unanimously approved at: 6:04 PM by all member present

Respectfully Submitted February 21st 2025

A handwritten signature in blue ink, appearing to read "Joshua Burger", is written over a solid black horizontal line. The signature is fluid and cursive, with the first name "Joshua" being more prominent than the last name "Burger".

Joshua Burger, Committee Secretary