SCHOOL CAPITAL PROJECT COMMITTEE
WATERTOWN, CT
SPECIAL MEETING AGENDA
WEDNESDAY, JULY 15, 2026

WATERTOWN TOWN HALL
TOWN COUNCIL
CHAMBERS
7:00 P.M.
61 ECHO LAKE RD.
WATERTOWN, CT 06795

1. Call Meeting to Order.
2. Pledge of Allegiance.
3. Roll Call
4. Minutes.
   a. Regular Meeting, June 17, 2026
5. New Business
   a. Discussion and possible action on project invoices to be authorized.

	Vendor	Invoice Number	Dates	Amount Due
1.	Colliers Project Leaders	0001192148	06/30/2026	$2,557.43
2.	Tucker Mechanical	Application #2	07/31/2026	$228,950.00

   b. Minutes from O/A/C meeting on June 25, 2026.
   c. Update from Tucker Mechanical and ICDS regarding JTPS HVAC project.
6. Old Business
7. Adjournment

SCHOOL CAPITAL PROJECT COMMITTEE
WATERTOWN, CT
REGULAR MEETING
WEDNESDAY, JUNE 17, 2026
WATERTOWN TOWN HALL
MINUTES
TOWN COUNCIL
CHAMBERS
7:00 P.M.
61 ECHO LAKE RD.
WATERTOWN, CT 06795

1. Call Meeting to Order.
   Chairman Robert Porter called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance.
   Chairman Robert Porter led the pledge of allegiance.

3. Roll Call
   Robert Porter, Chairman
   Anthony Ciriello
   Jeffrey Franson
   Tadd Johnson
   Jeffrey Desmarais
   Brian Mays
   Thomas Walsh

   Lisa Fekete, Acting Superintendent of Schools
   Mary Ann Rosa, Town Council
   Luigi Velardi, BOE Facilities

   Absent: Mark Guerrera, Jeffrey Desmarais, Jim Lehner, Donna Ford

4. Minutes.

   a. Special Meeting – May 27, 2026

Motion: Jeffrey Franson seconded by Thomas Walsh: to accept the May 27, 2026 meeting minutes as presented.

Aye: 6 Porter, Ciriello, Franson, Johnson, Walsh, Fekete
Nay : 0
Abstain : 2 Rosa, Mays

Motion passes

5. New Business

a. Discussion and possible action on project invoices to be authorized.

	Vendor	Invoice Number	Dates	Amount Due
1.	Colliers Project Leaders	0001182291	05/31/2026	$1,715.59
2.	Tucker Mechanical	Application #001	06/30/2026	$203,585.00

1. Chairman Robert Porter stated the information is in the packet.

Motion: Jeffrey Franson seconded by Thomas Walsh: to pay Colliers Project Leaders, Invoice #0001182291 dated 5/31/2026 in the amount of $1,715.59.

Motion passed unanimously

2. Jeffrey Franson asked do we have a certificate for payment signed and completed?

Chairman Robert Porter answered yes.

Anthony Ciriello stated that the contractor included detailed backup arriving for the $203 thousand and change with materials and cost with no mark up. In my opinion the invoice is comparable and reasonable, we don't always get this level of detail and I appreciate that, and I wanted to note that.

Brian Mays stated I noticed that period two is up to June 30th but it was signed on June 11th, is that assuming that all the equipment was available at that time?

Chairman Robert Poter added he is asking about storing the materials here?

Brian Mohyde, Tucker Mechanical answered so that is how the month runs, we have to be in by a certain date for your meeting, it is just how the month carries.

Luigi Velardi added Colliers and Scott Finch verified all the receipts. For Tucker Mechanical we did the first storing place on our loading docks, where no projects were going in the preschool area, it was full. It put him in a bad shape of storing his stuff there until Monday to get moving.

Brian Mohyde, Tucker Mechanical added that is why we have given that backup to store materials off site, it's insured.

Motion: Jeffrey Franson seconded by Anthony Ciriello: to pay Tucker Mechanical, Application #001 dated 6/30/2026 in the amount of $203,585.00.

Motion passed unanimously

6. Update from Colliers regarding John Trumbull Primary School HVAC Project.

   Luigi Velardo stated we set the meeting for a quick update to review the first application of payment. The placements of the ac units will be discussed at the meeting next week they request that myself and Chairman Porter be available for the meeting. The meeting will be via zoom; they are going to send us details.

   Anthony Ciriello included in the summary provided by Colliers for the record there is a lot of good stuff here that the materials are going to be in storage.

   Brian Mohyde, Tucker Mechanical stated if you had any questions on what the proposed changes are? Once we have walked the site; it is more in depth when you do the design. We found what would be a better option to re-locate the outdoor condenser units. It would reduce piping for efficiency for a better long-term product. It would be a wash; there would not be any extra cost to you.

   Anthony Ciriello asked the question whether they are doing a sign off for approval for relocating the units?

   Brian Mohyde, Tucker Mechanical answered they are still reviewing, they still have the check they are still going through the permit review. Usually, it doesn't matter with them so whatever they change they are looking to put one of the units on the roof, they will provide the data and update you the permit.

   Jeffrey Franson stated you had guys working tonight, any surprises so far?

   Brian Mohyde, Tucker Mechanical answered no we didn't have as many as we were planning on with the schedule.

7. Old Business

   Mary Ann Rosa asked about any damage from the storm?

   Lisa Fekete stated we never thought the kids were getting back in here on Monday, Luigi and his crew worked miracles.

   Luigi Velardi stated that Friday I got a call at about 7:30 in the preschool area the entire ceiling from two of the bathrooms and then into one of the classrooms blew out. I rushed there thinking it was a pipe or something. We found out the storm roof drain got clogged with a tub that is there filled up and flowed in through a vent, it could not handle all the water. I get there and there is two inches to three inches of water, good thing my staff acted quick got everything out of there. They cleaned the water and did the rugs over, striped the floors and wiped the walls and had Tri-Star there, an electrician and a plumber to try to get ready for school on Monday. I am in the process now of getting all the receipts that I had, to get some of the money back from the insurance. We lost six trees in the parking lot.

   Anthony Ciriello asked was that drain installed as part of the roof project?

Luigi Velardi answered I am digging into that now. I put a call into Garland, Hibbard and Rosa recommended to check that drain, they checked the drain and the drain was fine. My guys were just up there that Thursday cleaned out the drains and looking into the gutters keeping maintenance on that roof due to warranties. But what I noticed is that the other two on the other side had a spill way and this one does not. They are coming out and it wasn't there before. We are looking into adding a scupper so it doesn't happen again. We may make one more change order on that; and possibly get paid for that. I can give you updates at the next meeting.

8. Adjournment

Motion: Mary Ann Rosa seconded by Brian Mays: to adjourn meeting at 7:13 p.m.

Motion passed unanimously

Respectfully submitted

____

Robert Porter, Chairman
Watertown Public Buildings Committee

Colliers Project Leaders

A Division of Colliers Engineering & Design

101 Crawfords Corner Road, Suite 3400
Holmdel, NJ 07733
732 383 1950

Watertown CT Public Schools
Attn: Donna Ford
61 Echo Lake Road
Watertown, CT 06795

Invoice : 0001192148
Invoice Date : 6/30/2026

Project : 25004856G
Project Manager: Warrington, Jr., Chuck
Project Name : OPM-John Trumbull ES HVAC Upgrades

For Professional Services Rendered Through 6/30/2026

Description of Services
June 2026
1. Project status update.
2. OAC meeting.
3. Prepare installation checklists.

	Fee	Remaining Fee	% Complete	Billings To Date	Billings Previous	Billings Current
Due Diligence	9,000.00	0.85	99.99	8,999.15	8,999.15	0.00
Design Phase	10,000.00	35.00	99.65	9,965.00	9,965.00	0.00
Construction Phase	39,000.00	24,034.13	38.37	14,965.87	12,408.44	2,557.43
Closeout Phase	5,000.00	5,000.00	0.00	0.00	0.00	0.00
Reimbursable Expenses	1,500.00	1,385.20	7.65	114.80	114.80	0.00
Subtotal:	64,500.00	30,455.18	52.78	34,044.82	31,487.39	2,557.43

Current Billings	2,557.43
Amount Due This Bill	2,557.43

Ford@watertownct.org;
feketeli@watertownps.org;
charles.warrington@collierseng.com;
scott.pellman@collierseng.com;
Sarah.Maston@collierseng.com;
Ravi.Chavan@collierseng.com;
Show mileage w/map

In accordance with our business terms and conditions, acceptance of this invoice is implied unless Colliers Project Leaders USA NE, LLC is notified by 14 days from the date of this invoice. If timely payment cannot be made due to any discrepancy, please E-mail a brief explanation to Billing@colliersengineering.com and we will reply as soon as possible.
EFT/ACH PAYMENT INFO: Colliers Engineering & Design, Inc. | JP Morgan Chase | Routing 021000021 | Account# 836759092

REMIT TO: Colliers Project Leaders USA NE, LLC 101 Crawfords Corner Road, Suite 3400 | Holmdel, NJ 07733
Phone: 877-627-3772 | Fax: 732-383-1980

PM05 - Construction Phase

Labor

Rate Labor

Class	*Hours*	*Rate*	*Amount*
Associate Director	1.25	254.8000	318.50
Senior Project Manager	9.00	248.7700	2,238.93
Total Rate Labor			***2,557.43***
Total Labor			**2,557.43**
Total Bill Task: PM05 - Construction Phase			**2,557.43**

Total Project: 25004856G - OPM-John Trumbull ES HVAC Upgrades **2,557.43**

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO: Town of Watertown
61 Echo Lake Road
Watertown, CT 06795

PROJECT: John Trumbull Indoor IAQ
Hvac Upgrades

APPL. NO: 2
PERIOD TO: 7/31/26
PROJ. NO: 57001261

Distribution to:
[ ] OWNER
[ ]
[ ] ARCHITECT
[X] CONTRACTOR

FROM CONTRACTOR: TUCKER MECHANICAL
795 Brook Street
Rocky Hill, CT 06067

VIA

CONTRACT NO. 57001261

CONTRACT FOR: JohnTrumbull HVAC

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM .... $ 1,398,845.00
2. Net change by Change Orders .... $ -
3. CONTRACT SUM TO DATE (Line 1 + 2) .... $ 1,398,845.00
4. TOTAL COMPLETED & STORED TO DATE .... $ 455,300.00
   (Column G on G703)
5. RETAINAGE:
   a. % of Completed Work 5.0% $ 22,765.00
   (Column D + E on G703)
   b. % of Stored Material
   (Column F on G703)
   Total Retainage (Line 5a + 5b or
   Total in Column I of G703) .... $ 22,765.00
6. TOTAL EARNED LESS RETAINAGE .... $ 432,535.00
   (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
   (Line 6 from prior Certificate) .... $ 203,585.00
8. CURRENT PAYMENT DUE .... $ 228,950.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE
   (Line 3 less Line 6) .... $ $ 966,310.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	-	-
Total approved this Month		
TOTALS	-	-
Net CHANGES by Change Order		-

This undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that Current payment shown herein is now due.

CONTRACTOR: TUCKER MECHANICAL

By: Justin Mathews - Finance Admin Date: 7/2/2026

State of: Connecticut
County of: Hartford
Subscribed and sworn to before me this 9 day of July 2026

Notary Public:
My Commission expires:

Phyllis Duane
Notary Public-Connecticut
My Commission Expires
February 28, 2030

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, base on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED BY ARCHITECT .... $ 228,950

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
By: Date: 07/09/2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use column 1 on Contracts where variable retainage for line items may apply.

TUCKER MECHANICAL
57001261

APPLICATION NO: 2
APPLICATION DATE: 7/15/26
PERIOD TO: 7/31/26
CONTRACT NO. 57001261

A	B	C	D	E	F	G		H	I
			WORK COMPLETED		MATERIALS	TOTAL	Total	BALANCE	RETAINAGE
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREV. APPLICATION (D + E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE (D + E + F)	% Complete (G / C)	TO FINISH (C - G)	(IF VARIABLE RATE)
1	Procurement Submittals	$ 12,500.00	3,500	5,000		8,500	68%	4,000	425
2	Mobilization Delivery	$ 10,500.00	-	5,000		5,000	48%	5,500	250
3		$ -	-	-		-	0%	-	-
4	Labor Demo	$ 65,000.00	-	50,000		50,000	77%	15,000	2,500
5	Demo Materials and Dumpsters	$ 10,500.00	-	5,000		5,000	48%	5,500	250
6	New Work Labor	$ 86,450.00	-	15,000		15,000	17%	71,450	750
7	New Work Materials	$ 84,500.00	-	6,500		6,500	8%	78,000	325
8	Trane VRF Equipment	$ 256,900.00	204,000	10,000		214,000	83%	42,900	10,700
9	Subcontractors	$ -	-	-		-	0%	-	-
10	Electrical	$ 235,000.00	-	65,000		65,000	28%	170,000	3,250
11	Sheetmetal	$ 168,000.00	-	55,000		55,000	33%	113,000	2,750
12	Carpentry and Conrete	$ 105,200.00	-	15,000		15,000	14%	90,200	750
13	Temperature Controls Submittals Engineering	$ 19,500.00	3,500			3,500	18%	16,000	175
14	Temp Controls Materials	$ 121,895.00	-	-		-	0%	121,895	-
15	Temp Controls Installation	$ 164,400.00	-	5,000		5,000	3%	159,400	250
16	TAB	$ 14,500.00	-	-		-	0%	14,500	-
17	Commisioning	$ 12,500.00	-	-		-	0%	12,500	-
18	Startup Reports	$ 8,500.00	-	-		-	0%	8,500	-
19	Project Turn Over	$ 4,500.00	-	-		-	0%	4,500	-
20	Permit State Fee	$ 500.00	500	-		500	100%	-	25
21	Project Management	$ 18,000.00	2,800	4,500		7,300	41%	10,700	365
22		$ -	-	-		-	0%	-	-
23		$ -	-	-		-	0%	-	-
24		$ -	-	-		-	0%	-	-
25		$ -	-	-		-	0%	-	-
26		$ -	-	-		-	0%	-	-
27		$ -	-	-		-	0%	-	-
28		$ -	-	-		-	0%	-	-
29		$ -	-	-		-	0%	-	-
	SUBTOTAL - PAGE 1	1,398,845	214,300	241,000	-	455,300	33%	943,545	22,765

CONTINUATION SHEET

AIA DOCUMENT G703

FINAL PAGE

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use column 1 on Contracts where variable retainage for line items may apply.

TUCKER MECHANICAL
57001261

APPLICATION NO: 2
APPLICATION DATE: 7/15/26
PERIOD TO: 7/31/26
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
			WORK COMPLETED		MATERIALS	TOTAL		BALANCE	RETAINAGE
C/O		SCHEDULED	FROM PREV.	THIS	PRESENTLY	COMPLETED	%	TO	(IF VARIABLE
NO.	DESCRIPTION OF WORK	VALUE	APPLICATION	PERIOD	STORED	AND STORED	(G / C)	FINISH	RATE)
			(D + E)		(NOT IN D OR E)	TO DATE (D + E + F)		(C - G)	
	SUMMARY - TOTALS								
	ORIGINAL CONTRACT	1,398,845.00	214,300.00	241,000.00	-	455,300.00	33%	943,545.00	22,765.00
	CHANGE ORDERS	-	-	-	-	-	#DIV/01	-	-
	TOTALS	1,398,845.00	214,300.00	241,000.00	-	455,300.00	33%	943,545.00	22,765.00

TUCKER MECHANICAL
795 Brook Street
Rocky Hill, CT 06067

INVOICE TO: Town of Watertown
61 Echo Lake Road
Watertown, CT 06795
0

****PLEASE REFERENCE INVOICE NUMBER ON CHECK REMITTANCE*****

PROJECT NAME: John Trumbull Indoor IAQ Hvac Upgrades

JOB NO.	CUST. ORDER NO.	TERMS	INVOICE NUMBER	INVOICE DATE
5.7E+07	57001261	NET 30	2	15-Jul-26

REQUISITION #	**2**
AMOUNT THIS REQUISITION	241,000.00
ORIGINAL CONTRACT SUM	1,398,845.00
NET CHANGE BY CHANGE ORDERS	-
CONTRACT SUM TO DATE	1,398,845.00
TOTAL COMPLETED & STORED TO DATE	455,300.00
RETAINAGE	22,765.00
LESS PREVIOUS CERTIFICATES FOR PAYMENT	203,585.00
CURRENT PAYMENT DUE	**228,950.00**

*****ALL APPLICABLE CT STATE SALES TAX INCLUDED*****

10 White Wood Lane
North Branford, CT 06471

P: (203) 453-8596
E: info@icdsllc.com
ICDS
Innovative Construction & Design Solutions, LLC

O/A/C Meeting Minutes

Project:	**JTPS HVAC IAQ Upgrades (#153-001 HVACN)**
Meeting:	**Owner / Architect / Contractor**
Preparer:	**Scott D. Fitch, P.E.**
Date of Meeting:	**June 25, 2026**
Date Issued:	**June 25, 2026**

SUMMARY:

This report represents the meeting minutes from the June 25, 2026 OAC Meeting for the John Trumbull Primary School HVAC IAQ Upgrades project #153-001 HVACN

Attendees:

Luigi Velardi	WPS
Scott Fitch	ICDS
Yasir Elseed	ICDS
Ravi Chavan	Colliers (via TEAMS)
Scott Pellman	Colliers (via TEAMS)
Bob Porter	PBC Chair
Brian Mohyde	Tucker Mechanical

1. RFIs & Submittals

RFI 001

- Need Approval on proposed locations of outdoor units, specifically the ground mount location (see Partial RFI 001 response attached)
- Structural Engineer (MHAI) verified the roof can adequately carry the weight. Tucker looking for additional details to mount on roof.

RFI 002

- ICDS met with the Electrical Subcontractor to discuss relocating the service. The location submitted in RFI 002 will likely not meet code requirements. A wall area in the service corridor (B104A) outside the electrical and mechanical rooms was identified as acceptable for compliance and constructability. Luigi approved the location in walk-through following the meeting. See response attached.

RFI ???

- ICDS needs RFI for relocating classroom fan coils to the ceiling and providing a sheet rock riser (to hide duct) from the cabinet-base to the ceiling.
- UV area was proposed to be lined, but instead used as a duct chase with lined duct. Detail to be provided.
- Initial discussion with group and Luigi found it acceptable.

Controls Submittal

- Controls submittal was issued to ICDS today.

- All other submittals have been reviewed and approved with the following exception
  - Unit Ventilator demo provided some clarity as to the outdoor air connection. Control dampers may need change in size. (See additional Issues Section)

2. Project Schedule

- Demo is complete
- All other work on schedule with the exception of the following:
  - AHU-3 and AHU-6 deliveries from Trane have been delayed to the first week of August.

3. Material Storage & Logistics

- Tucker to coordinate Demo Dumpster location with Luigi
- Next week summer school starts and all equipment, job boxes, etc, in the main hall need to be moved into the second-floor lobby between C & D Wings (D200)
- Tucker to provide anticipated daily schedule (weekly look ahead) to Luigi to identify what rooms on the first floor (A & B Wing) that will require work to support the renovation above.

4. Meetings & Communication

- All Pay Apps signed by ICDS must be submitted the Thursday prior to the Building Committee Meeting (3rd Wed of the Month). ICDS should receive the Pay App a few days before that Thursday.
- Tentative Next OAC Meeting July 9th 2026.

5. Commissioning

- Ravi provided Scott Fitch (ICDS) and Brian Mohyde (Tucker) access to the Facility Grid on-line commissioning tool.
- Brian will provide a separate name for access at Tucker.
- Ravi asked that Tucker fill out current checklists in Facility Grid.

ICDS
Innovative Construction & Design Solutions, LLC
10 White Wood Lane
North Branford, CT 06471
P: (203) 453-8596
E: info@icdsllc.com

Request for Information

Project:	**JTPS HVAC IAQ Upgrades (#153-001 HVACN)**
RFI #:	**001**
Requested By:	**Brian Mohyde**
Company:	**Tucker Mechanical**
Date Requested:	**04/30/2026**
Response by:	**Scott D. Fitch, P.E.** ______ Signature
Date Responded:	**06/25/2026**
Subject:	**HVAC Questions**

QUESTION / REQUEST:

Looking to relocate condensing units from current design locations in order to reduce piping runs and provide more room for future phasing.

- One condenser group will be located on new pad outside of door way North side M210 sketch
- Other condenser group will be located on roof not shown in M211
- M211 location is not seen from grade level and has plenty of room for service exceeding 15ft from roof line.

PARTIAL RESPONSE:

1. Ground mount location for OU-1A (serves the C-Wing) is acceptable. Luigi requested the pad be attached to the existing walkway slab if possible.
2. Roof mount location of OU-1B (serves the D-Wing) has been approved by the structural engineer. Additional details will be provided in a sketch by ICDS for mounting. Tucker to coordinate new roof warranty with any required impact to amount OU-1B.

Request for Information

ICDS
Innovative Construction & Design Solutions, LLC

10 White Wood Lane
North Branford, CT 06471
P: (203) 453-8596
E: info@icdsllc.com

Project: **JTPS HVAC IAQ Upgrades (#153-001 HVACN)**
RFI #: **002**
Requested By: **Brian Mohyde**
Company: **Tucker Mechanical**
Date Requested: **06/22/2026**

Response by: **Scott D. Fitch, P.E.** ______________ Signature
Date Responded: **06/25/2026**

Subject: **Electrical Relocation**

QUESTION / REQUEST:

We would like to install the new power panels and transformer that are currently shown in Electrical Room C210 to the lower level switch gear room next to the boiler room. The current room is extremely tight and we believe the alternate location will provide access and will support the future phases in the lower level. The panels will be mounted on a free standing strut rack anchored to the floor and ceiling. This room is also the location that feeds the new panels and transformer.

RESPONSE:

1. ICDS met with the Electrical Subcontractor to discuss relocating the service. Locating the new panelboards and transformer in the main switchgear room will likely not meet code requirements. A wall area in the service corridor (B104A) outside the electrical and mechanical rooms was identified as acceptable for compliance and constructability. The owner approved the location in walk-through following the meeting.