



**SCHOOL CAPITAL PROJECT COMMITTEE
WATERTOWN, CT
REGULAR MEETING AGENDA
WEDNESDAY, JANUARY 21, 2026
MINUTES
WATERTOWN TOWN HALL
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
Mark Guerrero, Vice Chair
Anthony Ciriello
Thomas Claire
Jeffrey Desmarais
Jeffrey Franson
Jim Lehner
Brian Mays
Thomas Walsh

Lisa Fekete, Superintendent of Schools
Mary Ann Rosa, Town Council
Luigi Velardi, BOE Facilities
Donna Ford, Purchasing Agent

Absent: Mark Guerrero, Mary Ann Rosa

Others Present: Thomas Hibbard

4. Minutes.

a. Regular Meeting – December 17, 2025

Motion: Jim Lehner seconded by Brian Mays: to accept the December 17, 2025 meeting minutes as amended.

Jeffrey Desmarais stated the adjournment time is incorrect, the adjournment time should have been 7:45 p.m.

Aye: 7 Porter, Ciriello, Franson, Lehner, Mays, Walsh, Fekete

Nay : 0

Abstain : 2 Claire, Desmarais

Motion passes

5. New Business

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

	Vendor	Invoice Number	Dates	Amount Due
1.	ICDS	232725	12/05/2025	\$68,917.60
2.	Colliers Project Leaders	0001131477	12/31/2025	\$522.50
3.	The Imperial Company Restoration Contractor, Inc.	Application #17	9/30/2025	\$104,929.16
4.	The Imperial Company Restoration Contractor, Inc.	Application #18	10/31/2025	\$9,405.00

1. Jeffrey Franson asked for the details for the mileage and where they were traveling to and from.

Anthony Ciriello asked if the percentage of completion was correct?

Luigi Velardi answered yes, he would send copy of the design for bidding.

Anthony Ciriello stated that Colliers is billing at 100% of the design and wanted to see if these invoices were correct.

Motion: Jeffrey Franson seconded by Anthony Ciriello: to pay ICDS, Invoice #232725 dated 12/05/2025 in the amount of \$68,917.60.

Motion passed unanimously

- 2.

Motion: Jeffrey Desmarais seconded by Brian Mays: to pay Colliers Project Leaders, Invoice #0001131477 dated 12/31/2025 in the amount of \$522.50.

Motion passed unanimously

3. Chairman Robert Porter asked if the amount is correct?

Thomas Hibbard answered yes.

Motion: Jeffrey Desmarais seconded by Brian Mays: to pay Imperial Company, Application #17 dated 9/30/2025 in the amount of \$104,929.16.

Motion passed unanimously

4. Chairman Robert Porter stated we are done with the project and now we are in the process of filing paperwork with the state.

Thomas Hibbard answered I have it signed and will review it tonight; the warranty was sent to the Town Attorney for review. Once we verified all the paperwork, we will then notify Imperial to file the final application for retainage. It will be a week or two before we submit it to the state.

Luigi Velardi reviewed a few items on his punch list.

Anthony Ciriello talked about the final invoice with Imperial.

Motion: Jeffrey Desmarais seconded by Brian Mays: to pay Imperial Company, Application #18 dated 10/31/2025 in the amount of \$9,405.00.

Motion passed unanimously

6. Old Business

Discussion and questions amongst the committee regarding the HVAC timeframe from Colliers for bidding.

7. Adjournment

Motion: Jeffrey Franson seconded by Brian Mays: to adjourn meeting at 7:20 p.m.

Motion passed unanimously

Respectfully submitted

Robert Porter, Chairman
Watertown Public Buildings Committee