



**SCHOOL CAPITAL PROJECT COMMITTEE
WATERTOWN, CT
REGULAR MEETING AGENDA
WEDNESDAY, FEBRUARY 18, 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 – January 21, 2026
5. New Business

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

	Vendor	Invoice Number	Dates	Amount Due
1.	PM Resources, LLC	801	1/21/2026	\$6,347.20
2.	Colliers Project Leaders	0001142731	1/31/2026	\$1,827.10

6. Old Business
7. Adjournment



**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



PM RESOURCES LLC

YOUR PROJECT MANAGEMENT RESOURCE COMPANY

INVOICE No. 801

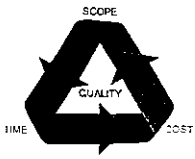
January 21, 2026

From June 1, 2024 to December 31, 2025 - PROJECT MANAGEMENT SERVICES WATERTOWN SCHOOL ROOF REPLACEMENT PROJECTS

Per Schedule of Values

Task	Description	High School	JTPS	Total
Commence Project Completion	Work with Owner, Architect and Manufacturer's Rep. to develop punch list	\$2,000	\$2,000	\$4,000
Close-out with the State	Develop close-out documents and assist the Administration with submission to the State	\$2,000		\$2,000
Reimbursables	Mileage 496 Miles @ \$.70			\$347.20
Total \$6,347.20				

Roger LaFleur, 58 Bunker Hill Road, Canton, Connecticut
 Ph.: 860-485-8879 PMResourcesllc@att.net



PM RESOURCES LLC

YOUR PROJECT MANAGEMENT RESOURCE COMPANY

Mileage Record for Invoice No. 802 - Watertown Roof Projects

7/11/24	62 miles
8/18/25	62 miles
8/20/25	62 miles
9/16/25	62 miles
10/7/25	62 miles
10/13/25	62 miles
12/13/25	62 miles
1/13/26	<u>62 miles</u>

496 Miles @ .70 = \$347.20



Project Leaders

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

A Division of Colliers Engineering & Design

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

Invoice : 0001142731
Invoice Date : 1/31/2026

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

For Professional Services Rendered Through 1/31/2026

Description of Services

January 2026

1. Coordinate with engineer team
2. Review final construction documents and back check review comments
3. Coordinate bidding schedule
4. Request prevailing wage rates
5. Draft Owner / Contractor agreements for Town review

	Billings					
	Fee	Remaining Fee	% Complete	To Date	Previous	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	37,172.90	4.68	1,827.10	0.00	1,827.10
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	43,593.95	32.41	20,906.05	19,078.95	1,827.10

Current Billings	1,827.10
Amount Due This Bill	1,827.10

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

<i>Class</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Assistant Project Manager	4.50	160.0000	720.00
	1.50	166.4000	249.60
Total Assistant Project Manager	6.00		969.60
Associate Director	3.50	245.0000	857.50
		Total Rate Labor	1,827.10
Total Labor			1,827.10
Total Bill Task: PM05 - Construction Phase			1,827.10

Total Project: 25004856G - OPM-John Trumbull ES HVAC Upgrades

1,827.10