

A meeting of the Operations Committee was held on Tuesday, August 8, 2023, in the Board of Education Conference Room, 47 Main Street, Ellington, CT.

**The meeting was called to order at 4:07 p.m. by Kerry Socha.**

**PRESENT** Kerry Socha, Chair, Gary Blanchette, Jen Dzen, Liz Nord, Miriam Underwood

**ABSENT**

**ALSO PRESENT** Mr. Brian Greenleaf, Director of Finance and Operations (outgoing)  
Ms. Alisha Carpino, Director of Finance and Operations (incoming)  
Mr. Jim Barrett, DRA Architects  
Mr. Greg Smolley, DRA Architects  
Mr. Mike Skapczynski, O&G Industries  
Ms. Kelly Nelli, Arcadis

### **AGENDA ITEMS**

#### **Windermere Building Project Update**

An update to the Windermere Building Project was provided by DRA Architects, O&G Architects, and Arcadis.

#### **HVAC Update**

Mr. Greenleaf provided an update on the HVAC project stating that the request for proposals for Design Services for Heating, Ventilation, and Air Conditioning (HVAC) Systems had been posted and bids would be reviewed soon.

#### **Food Service RFP**

Mr. Greenleaf stated that a bid was received back on the food service request for proposals and Whitsons Culinary Group, who is the current managed service provider, was the only company to submit a bid. He stated that the plan was to continue with Whitsons and the desire was to put a new contract in place for the next year with the option to renew for four one-year contracts if both parties agree each year.

### **ADJOURNMENT**

#### **MOTION**

First: J. Dzen  
Second: L. Nord  
To adjourn the meeting of the Operations Committee (5:36 p.m.)  
Motion carried unanimously.

Respectfully submitted by Ms. Kerry Socha, Operations Committee Chair

