

**SCHOOL BUILDING COMMITTEE**  
*SPECIAL MEETING MINUTES*

Wednesday, January 21, 2026  
12:00 PM

Conference Room  
Board of Education Administrative Offices  
137-B Glenwood Road  
Clinton, CT 06413

Present: Charles Carey, Business Manager; Gonzalo Carrión, Director of Buildings & Grounds; Dennis Donovan, Clinton Town Council; Erica Gelven, Board of Education Buildings & Grounds Subcommittee; Todd Hajek, Director of Public Works; Maryann O'Donnell, Superintendent of Schools; Alan Samet, Board of Education Buildings & Grounds Subcommittee; Jack Scherban, Clinton Resident; Jeff Stevens, Clinton Resident

**1. Call to Order**

The meeting was called to order at 12:00 PM.

**2. Introductions**

Members of the committee introduced themselves to one another.

**3. Overview of Project & Timeline**

C. Carey began by distributing a map and providing an overview of the project for the replacement of windows and unit heaters at Jared Eliot Middle School. Ten years ago, ten rooms located in today's 5<sup>th</sup>/6<sup>th</sup> grade wing were replaced. This second phase aims to replace approximately twenty rooms in the 7<sup>th</sup>/8<sup>th</sup> grade wing. Discussion occurred regarding the design of the building, heating controls, and the general upgrades desired which will be dependent upon cost estimates and funding ability.

A Request for Qualifications/Request for Proposals (RFQ/RFP) for architectural design and cost estimate services for the Eliot window/unit heater project is anticipated to be re-posted in February with bids due in March. The timeline for this portion of the project is to have it completed by Summer 2026 so that the committee can share the cost estimates with the town for consideration of funding and moving forward with the project.

**4. General Discussion**

**5. Adjournment**

The meeting adjourned at 12:29 PM.

Respectfully submitted by Cassie Gambrell