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**Seymour Permanent Building Committee**  
November 17, 2016 Monthly Meeting

**Committee Members Present:** Stanley Jachimowski, Mike Marcinek, Wayne Natzel, Alex Danka

**Others Present:** Don Smith

The meeting was called to order at 7:00 p.m. by Mike Marcinek and the Pledge of Allegiance was recited.

**Public comment:**

None

**Review of Environmental Proposals**

Hygenix, Inc. - Hazardous Building Materials Consulting Proposals for 46 Church Street and 1 First Street

Mr. Smith made a recommendation to obtain the Request for Qualifications for December 1st. At the same time award the two environmental/hazardous testing projects to Hygenix. There is a two week turnaround for any Qualification Packages. Mr. Smith reviewed the RFQ details. Mr. Smith will remove Section 7 of RFP and send out final version to committee members.

Based on the interviews by the committee we need a week to obtain the fee proposals. That would be the first week of January. That provides one week for the committee to negotiate. Mr. Danka wants to make sure that the contractor completes the project and provides long term operational maintenance.

The projects can have one general contractor or a separate contractor for each. The interviews will be held on January 4th, the RFQ's due on the 13th and the short list finalized on the 15th. An advertisement will go out on November 27th. Mr. Marcinek inquired as to what candidates will be able to view/review. Mr. Smith stated he will provide an overall scope list to the candidates and any questions will be directed to Mr. Marcinek's email.

**Maintenance Program**

The Committee will begin developing a maintenance program.

**New Potential Members**

List of potential new members were discussed. The Board needs two new members. Mr. Marcinek will generate list of candidates and provide to the Board of Selectmen to appoint at next meeting.

**Open Discussion**

Per Mr. Danka, the ballasts are blowing out at the Library and we are spending lots of money on bulbs. Are we locked in to the company that performed the lighting audit? Mr. Marcinek and Mr. Smith will review the library grant to see what stipulations there are. Mr. Marcinek will meet with Rory Burke to discuss his meeting with Eversource representatives regarding the possibility of providing the town with rebates.

Mr. Danka made a motion to adjourn the meeting. Mr. Natzel seconded the motion.

Motion passed: 4-0

The meeting was adjourned at 7:44.

Respectfully Submitted,

  
Kelly Forsyth  
Recording Secretary