



Elementary School Renovation Building Committee
Regular Meeting
Monday, November 2, 2015
Grange Hall

MINUTES

Members Present: Jason Guernon, Chairman
Brian Ouellette, Vice Chairman
Alyson Karpiej, Secretary
Eric Barber, Treasurer
Elisa Bannon
Bryan Perry

Members Absent: Gregory Grinsfelder

Other Present: Mark Walter, First Selectman
Brian Reas, Superintendent of Schools
Cindy Varricchio, Director of Finance
Kevin Reich, Facilities Director
Joanne Collins, Principal of Elementary School
Cindy Hughson, Recording Secretary

1. Call to Order
First Selectman Walter called the meeting to order at 7:03 pm and pointed out the venue's exits. The Pledge of Allegiance was then recited.
2. Introduction of Members
Each member present introduced themselves and gave a brief background.
3. Explanation of Process
First Selectman Walter reviewed the Charge of the Committee and the duties of the members. Superintendent Reas discussed the urgency of the project and short deadline over the summer. Ms. Varricchio summarized the financing, the requirements of the State of Connecticut, and the USDA loan.
4. New Business
 - a. Appointment of the Chairman
Selectman Walter opened the floor to nominations of a Chairman.

MOTION: Mr. Perry moved to nominate Jason Guernon as Chairman of the Elementary School Renovation Building Committee, seconded by Mr. Ouellette.

FAVOR: (5) Bannon, Barber, Karpiej, Ouellette, Perry

OPPOSED: (0)

ABSENT (1) Grinsfelder

ABSENTIONS: (1) Guernon

b. Appointment of the Vice Chairman

At this time, Chairman Guernon presided over the meeting. Chairman Guernon opened the floor to nominations of a Vice Chairman.

MOTION: Mr. Perry moved to nominate Brian Ouellette as Vice Chairman of the Elementary School Renovation Building Committee, seconded by Mr. Barber.

FAVOR: (4) Bannon, Barber, Karpiej, Perry

OPPOSED: (0)

ABSENT (1) Grinsfelder

ABSECTIONS: (1) Ouellette

c. Appointment of the Secretary

Chairman Guernon opened the floor to nominations of a Secretary.

MOTION: Mr. Perry moved to nominate Alyson Karpiej as Secretary of the Elementary School Renovation Building Committee, seconded by Mr. Barber.

FAVOR: (4) Bannon, Barber, Ouellette, Perry

OPPOSED: (0)

ABSENT (1) Grinsfelder

ABSECTIONS: (1) Karpiej

d. Appointment of the Treasurer

Chairman Guernon opened the floor to nominations of a Treasurer.

MOTION: Mr. Perry moved to nominate Eric Barber as Treasurer of the Elementary School Renovation Building Committee, seconded by Ms. Karpiej.

FAVOR: (4) Bannon, Karpiej, Ouellette, Perry

OPPOSED: (0)

ABSENT (1) Grinsfelder

ABSECTIONS: (1) Barber

e. Meeting Schedule and Location

Committee members discussed best days and times for future meeting. It was decided on meeting every 1st and 3rd Monday of the month. Schedule of regular meetings will be filed with the Town Clerk.

5. General Discussion

a. Review of Handout Materials

Committee reviewed the handouts and packet materials. All handouts are available at both the Town Hall and Board of Education offices.

b. Discussion of Project Timeline

Superintendent Reas introduced a draft timeline with suggested times for RFQ/RFP Proposals, Selection and Interview of potential Architectural firms and future design approvals.

Committee reviewed the draft and made suggestions. Ms. Varricchio will email a new timeline. Copies will be available both at the Town Hall and Board of Education offices.

c. Review and Possible Action on Request for Qualifications and Request for Proposals for Architectural Firms

Superintendent Reas discussed what a Request for Qualification (RFQ) and a Request for Proposal (RFP). Mr. Reas and Ms. Varricchio reviewed the requirements dictated by the State. A draft RFQ/RFP combined document was read by the committee. The document was written by the Town Attorney, using recommendations from Kaestel Boos, the original architectural firm with the Elementary School Building Advisory Group.

Changes to dates where made to the document. Final copies will be available for the public on or before Thursday, November 5, 2015.

MOTION: Mr. Ouellette moved to approve the Request for Qualification/Request for Proposal for Architectural Firm with the noted changes, seconded by Mr. Barber.

FAVOR: (5) Bannon, Barber, Karpiej, Ouellette, Perry

OPPOSED: (0)

ABSENT (1) Grinsfelder

ABSECTIONS: (0)

d. Other

The committee discussed items on the to-do list with renovation. The roof is a priority. There was discussion on the parking lot and bus lanes. The committee discussed the asbestos project and connection with this renovation project. Mr. Reich spoke about the boilers and explained that there are many options to take into consideration.

6. Audience of Citizens

There was no comment from the audience at this time.

7. Adjournment

MOTION: Mr. Perry moved to adjourn at 8:07pm, seconded by Ms. Bannon.

FAVOR: (5) Bannon, Barber, Karpiej, Ouellette, Perry

OPPOSED: (0)

ABSENT (1) Grinsfelder

ABSECTIONS: (0)

Respectfully Submitted,

Alyson Karpiej
Secretary