



Elementary School Renovation Building Committee
Special Meeting
Monday, November 16, 2015

MINUTES

Members Present:

Jason Guernon, Chairman
Brian Ouellette, Vice Chairman
Alyson Karpiej, Secretary
Eric Barber, Treasurer
Bryan Perry

Members Absent:

Gregory Grinsfelder
Elisa Bannon

Other Present:

Brian Reas, Superintendent of Schools
Cindy Varricchio, Director of Finance
Kevin Reich, Facilities Director
Cindy Hughson, Recording Secretary

1. Call to Order

Chairman Guernon called the meeting to order at 7:03 pm.

2. Introduction of Members not present

Tabled

3. Approval of the Minutes

MOTION: Mr. Perry moved to approve the minutes of the Regular Meeting on November 2, 2015, seconded by Mr. Ouellette.

FAVOR: (4) All Present

OPPOSED: (0)

ABSENT (2) Grinsfelder, Bannon

ABSECTIONS: (0)

4. New Business

a. Review and Scoring of RFQ responses and selection of firm

The committee discussed each of the six proposals that were submitted for consideration to provide services for the Elementary School Renovation Project. Each member present ranked the six architectural firms from 1-15, 15 being the highest ranking. A copy of the ranking sheets are on file at the East Haddam Board of Education office. The top four firms were selected based on this rating system.

- Silver Petrucelli & Associates
- Kaestle Boos Associates Inc.
- C.J. Lawler Associates
- Jacunski Humes Architects Inc.

Chairman Guernon pointed out an error on the RFP/RFQ in the square footage. It should read 63,500' not 70,000'. An Addendum will be sent to the selected firms with this correction.
Each committee member was assigned a firm to check references prior to the interviews.

5. General Discussion

a. Discussion of Project Timeline

Mrs. Varricchio presented an updated 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.

The committee decided to ask the selected firms to provide a proposed timeline at the interviews. This request will be added to the Addendum.

6. Audience of Citizens

There was no comment from the audience at this time.

7. Adjournment

MOTION: Mr. Perry moved to adjourn at 8:02pm, seconded by Mr. Barber.

FAVOR: (4) All Present

OPPOSED: (0)

ABSENT (2) Grinsfelder, Bannon

ABSECTIONS: (0)

Respectfully Submitted,

Alyson Karpiej
Secretary