



Elementary School Renovation Building Committee
Special Meeting
Thursday, December 3, 2015

MINUTES

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

Members Absent: Gregory Grinsfelder

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 6:04 pm.

2. Executive Session

MOTION: Mr. Perry moved to enter into executive session, and invite Superintendent Reas, Mr. Reich, and Mrs. Varricchio, for the purpose of conducting interviews of architectural firms, seconded by Mrs. Karpiej.

FAVOR: (5) All Present

OPPOSED: (0)

ABSENT (1) Grinsfelder

ABSECTIONS: (0)

MOTION: Mr. Perry moved to exit executive session at 8:02 pm, seconded by Mrs. Karpiej.

FAVOR: (5) All Present

OPPOSED: (0)

ABSENT (1) Grinsfelder

ABSECTIONS: (0)

3. Evaluation of Submitted Bids

Chairman Guernon discussed the bid submission process and the bid by C.J. Lawler Associates. After consult with the town attorney, this company's bid was considered non-responsive.

MOTION: Mr. Barber moved to disqualify the bid submitted by C.J. Lawler Associates as non-responsive, seconded by Mrs. Bannon.

FAVOR: (5) All Present

OPPOSED: (0)

ABSENT (1) Grinsfelder

ABSECTIONS: (0)

4. Selection of Firm

Each member present entered in the rating given to each of the 3 remaining bid companies based on the *Quality Based Selection Form/Interview Evaluation Form*. Copies are available at the Board of Education office.

Silver Petrucelli & Associates: 84/126

Kaestle Boos Associates: 100/126

Jacunski Humes Architects: 124/126

MOTION: Mr. Barber moved to award the *East Haddam Elementary School Roof Replacement, Boiler Replacement and Parking Area Improvements Design and Construction Administration Services* contract to Jacunski Humes Architects and authorize the Superintendent of Schools and Chairman of the Elementary School Renovation Building Committee to negotiate the terms of the contract within the scope of the RFP, seconded by Mrs. Bannon.

FAVOR: (5) All Present

OPPOSED: (0)

ABSENT (1) Grinsfelder

ABSECTIONS: (0)

5. General Discussion of Timeline

Chairman Guernon discussed the need for the scheduled meeting on Monday, December 7, 2015. He will reach out to Mr. Jacunski on attending the December 21st meeting.

MOTION: Mrs. Bannon moved to cancel the December 7, 2015 scheduled meeting, seconded by Mrs. Karpiej.

FAVOR: (5) All Present

OPPOSED: (0)

ABSENT (1) Grinsfelder

ABSECTIONS: (0)

6. Adjournment

MOTION: Mrs. Bannon moved to adjourn at 8:48pm, seconded by Mr. Ouellette.

FAVOR: (5) All Present

OPPOSED: (0)

ABSENT (1) Grinsfelder

ABSECTIONS: (0)

Respectfully Submitted,

Alyson Karpiej
Secretary