

**Bonding Committee Special Meeting Minutes**  
**Thursday, June 21, 2018**  
**7:30 pm – Town Hall Meeting Room**

1. **Call to Order** – The June 21, 2018 meeting of the Bonding Committee was called to order by First Selectman Jim Hayden at 7:32 pm at the Town Hall Meeting Room. Attending: John Ziobro, Mike Paulus, Jim Hayden, Rick Granger, and Tim Butler. Absent: Jim Velleman, Mark Porter, Bob Ravens-Seger
2. **Public Comment** - None
3. **Correspondence** – None
4. **Minutes** – John Ziobro made a motion to accept the June 14, 2018 Minutes as presented. Seconded by Mike Paulus. **Motion Approved Unanimously.**
5. **Discussion:**
  - a. **Preliminary Project Management Services** – Roger LaFleur from PM Resources LLC was invited to speak to the committee about the consulting services that he can provide to the town. He has extensive experience with school roof projects, understands the requirements and previously worked for CREC in the School Construction department. Mr. LaFleur reviewed the process necessary to receive school roof project reimbursement from the state which included qualifying the age of roofs, submission of applications, cost estimates and the appropriate resolutions from the Board of Ed and Town.  
  
Action steps that were recommended to the committee by Mr. LaFleur: develop an RFQ for a design specialist; engage a roof specialist/engineer in the near future; develop individual roof maps, pull all of the necessary information for a grant application together in the fall; and develop a scope of work for town and school roofs. Mr. LaFleur will contact a vendor the town has used so that he can get some information from them regarding roof conditions and recommendations.
6. **Project Information:**
  - a. **Road Maintenance** – no new information
  - b. **Roof Project** – Scope, process and timeline were discussed during the conversation with Mr. LaFleur
  - c. **Reports - Assignments and Timeline** – no new information
7. **Discussion of Next Steps** – The consensus of the committee was to recommend that Mr. LaFleur assist the committee in preparing this project to take before the town for their consideration. Mr. LaFleur will bill on an hourly basis for a sum not to exceed \$4,900. The First Selectman will oversee the process.
8. **Next Meeting** – 7:30 pm on July 16, 2018 at the Town Hall Meeting Room
9. **Other Business** – None

10. **Public Comment** - None

11. **Adjourn** – Rick Granger made a motion to adjourn at 8:52 pm. Seconded by John Ziobro. **Motion Approved Unanimously.**

Respectfully submitted by  
James Hayden