

**School & Town Building Committee
Special Meeting Minutes
Tuesday – December 11, 2018
Senior Community Center – 6:30 pm**

1. **Call to Order** – First Selectman Hayden administered the Oath of Office to Tim Butler, Rick Granger, Jim Velleman, Bob Ravens-Seger. First Selectman Hayden called the meeting to order at 6:30 pm. Mark Porter and John Ziobro were not in attendance. Roger LaFleur from PMResources LLC attended.
2. **Public Comment** – none
3. **Correspondence** – none
4. **New Business**
 - a. **Select Committee Chair** – First Selectman Hayden will serve as temporary chair. The committee will elect a chair at a future meeting.
 - b. **Discuss Committee Goals** – The committee will oversee the initial school/town roof design and if the town approves funding, will see the school and town roof projects to completion.
 - c. **Review and Act Upon Architectural Design RFP** – Roger LaFleur reviewed the bid package with the committee. The two low qualified bidders were the Maier Design Group for the municipal buildings and the Middle/High School roofs. H&RA was the low qualified bidder for Allgrove School. Mr. LaFleur completed a scope review with the low bid qualified bidders on December 4th and 5th and did not see any concerns or problems. If the State gets behind in its review of the architectural design and application, Henry Miga is available as a third-party independent reviewer. The committee discussed splitting the design work between two firms. Mr. LaFleur recommended the use of two companies since all of the projects could be running at the same time which could pose some logistical issues. Going forward, the architects will provide the committee with budgeting and design options. Rick Granger made a motion to accept and award the architectural design contracts to Maier Design (Middle/High School Roof, Municipal Buildings) and H&RA (Allgrove). Seconded by Jim Velleman. **Motion Approved Unanimously.**
 - d. **Project Timeline** – The previously issued timeline was reviewed and updated by Mr. LaFleur.
 - e. **Consultant Report** – Mr. LaFleur discussed future steps such as the First Selectman signing an AIA Contract on behalf of the Town for the architectural services, sign off

of appropriate forms by the Town ADA officer, potential absence of summer 2019 programs at the schools receiving new roofs and setting up an accounting ledger with the Treasurer and Assistant Treasurer. Mr. LaFleur has arranged a kick-off meeting between the architects and the committee to be held on December 18, 2018 at 6:30 pm.

f. Next Meeting Date – Tuesday, December 18, 2018. Going forward, the normal meeting date will be on Thursday evenings.

5. Public Comment – none

6. Adjourn – Bob Ravens-Seger made a motion to adjourn at 7:19 pm. Seconded by Rick Granger. **Motion Approved Unanimously**