

**Booth Hill/Jane Ryan Building Committee Meeting
Minutes**

February 21, 2018

5:30 p.m.

Ellie's Conference Room
6254 Main Street
Trumbull, CT

Members attended:

Mike Ward, Board Member
Kevin Shively, Town Council
J.C. Cinelli, Town Council
Stephen Rescsanski
Richard Deecken
Jeffry Jenkins

Members Absent:

Jeffrey M. Donofrio,
Board Member

Also in attendance:

Kathy McGannon, Chief Administrative Officer
Dan Schopick, Town Attorney
Dawn Savo, Assistant Director of Finance
Kevin Bova, Purchasing Agent

The meeting was called to order at 5:25 p.m. by Mr. Deecken, temporary Chairman for the meeting.

Mr. Ward distributed school calendars to reference during discussion of the time frame for the Booth Hill/Jane Ryan Window Projects scheduled for this summer. The projects will need to commence following school dismissal in June and must be completed prior to students returning in August. Discussion ensued.

Kevin Bova stated that Committee members will narrow eight project architects to four by using a separate matrix scoring sheet for each

project. Mr. Deming discussed the percentage of the weighted matrix score sheets. He also discussed the reasoning for window replacement. Discussion ensued.

Kevin stated that each Committee member scored their matrix sheets independently. In Executive Session this evening, the Committee will review the scores and choose the four architects who will be sent an RFP for each project. Mr. Bova will present the award letter to the chosen architect, and the Building Committee will recommend the architect to the Town Council for final approval.

Dan Schopick, Town Attorney, discussed Building Committee rules. When picking a Building Committee Chairman and architect, it is necessary to return to the Town Council for final approval. Discussion ensued.

By unanimous consent, the Committee agreed to move into Executive Session at 5:50 p.m. to review matrix scores of the eight architects.

By unanimous consent, it was moved to end Executive Session at 6:15 p.m.

Based on the scores from the Executive Session, by unanimous consent, the Committee agreed the four architects to be sent an RFP for the Booth Hill School project are as follows:

- Hibbard & Rosa Architects L.L.C.
- Friar Architecture Inc.
- Antinozzi Associates PC.
- Silver, Petrucelli & Associates, Inc.

Based on the scores from the Executive Session, by unanimous consent, the Committee agreed the four architects to be sent an RFP for the Jane Ryan School project are as follows:

- Hibbard & Rosa Architects L.L.C.
- Friar Architecture Inc.
- Antinozzi Associates PC.
- Silver, Petrucelli & Associates, Inc.

Discussion ensued regarding the next meeting date, as time is of the essence.

It was moved (Cinelli) and seconded (Ward) that the Committee meet on Thursday March 1, 2018 at Middlebrook School. Motion carries.

By unanimous consent, the meeting adjourned at 6:40 p.m.