

**Minutes of the Building Committee (Roof Project) Meeting on Wednesday, October 8, 2014 at 4:00PM in the Board of Education meeting room**

**Members of the Building Committee for the VES Roof Project Present:**

Barbara Gileau (Chair)                      Ron Millovitsch                      Paul Ricard                      Jo-Anne Weir  
Art Ivanick: Absent                      Adam S. Burrows was also in attendance

Barbara Gileau called the meeting to order at 4:04PM.

Citizens Comments: None

The motion was made by Paul Ricard to approve the minutes of the 3-25-14 meeting. Ron Millovitsch made the second. The motion was approved. The motion was made by Jo-Anne Weir to approve the minutes of the 9-3-14 meeting. Paul Ricard made the second. The motion was approved.

Adam Burrows noted the mandatory RFQ meeting held on 9-24-14 at 10AM included:

- Thomas Hibbard ..... 363 Main Street, Middleton, CT 06457
- Alexander J. McKeon..... Kaestle Boos, 416 Slater Road, New Britain, CT 06050
- Stephen Melingonis..... BL Companies, 355 Research Parkway, Meridan, CT 06450
- Michelle E. Lanney..... JH Architects, 15 Massirio Drive, Suite 101, Berlin, CT, 06037
- Darren J. Colucia..... GALE Associates, 703 Hebron Ave, Glastonbury, CT 06033

The deadline for submitting the RFQ was on 10-8-14 by 2:00PM when the list of proposals was to be opened. Paul Ricard supervised a tour of the roof following the above general meeting. Information about the RFP for the project was distributed prior to the tour.

Three companies (Thomas Hibbard, JH Architects, and BL Companies) submitted RFQs by the 2PM deadlines on 10-8-14. It was decided the Building Committee will meet on Wednesday Oct 22, 2014 at 1:30PM to interview the above architects.

Paul Ricard made the notion to adjourn and Ron Millovitsch made the second. The meeting ended at 4:56PM

*Minutes are respectfully submitted by Adam S. Burrows*

**Public Comment Disclaimer**

*The Building Committee welcomes public participation and asks that speakers please limit their comments to five minutes. Speakers may offer objective comments that concern them. To protect impartiality the Building Committee will not respond to comments made during public comment, except to clarify issues. When appropriate, district administration will follow-up at a later point in time.*

*If seeking State aid, the Board is required to engage in a public selection process that requires the Town, through the Committee, to outline the qualifying criteria for the Project, including scope of the work, budget, schedule, organizational structure of the Project team, past performance of the company, oversight capabilities and experience with similar projects. Conn. Gen. Stat. Ann. § 10-287(b)(2). Then, upon receipt of qualifications from companies, the Committee must limit the selection pool to only those qualified before requesting proposals and fees. Id. From the limited group of qualified proposers who have submitted project proposals, the Committee then determines the "most responsible qualified proposer." Id. This determination is based on the qualifications provided in the initial public request. Id. There is no requirement regarding how many proposals the Committee must review, only that it must publicly solicit proposals and limit final selection to no more than the four most qualified proposers.*