

SPECIAL MEETING MINUTES

Members Present: John Fratiello, David Litrico, Toni Moran, Paul Shapiro, John Carrington, Kelly Lyman

Guests: Bill Briggs

Staff Present: Allen Corson, Director of Facilities Management; Cherie Trahan, Director of Finance; Derek Dilaj, Acting Director of Public Works

1. CALL TO ORDER:

Meeting called to order at 2:00PM by Mayor Antonia (Toni) Moran

2. WELCOME AND INTRODUCTION:

Mayor Moran gave a brief welcome and members, guests, and staff introduced themselves.

3. COMMITTEE ORGANIZATION:

- a) Election of Chair – Mr. Litrico **moved** to elect Paul Shapiro as chair of the committee. John Fratiello seconded the motion.

A roll call vote was taken and the motion **passed** unanimously, with Mr. Shapiro abstaining.

- b) Adoption of Rules – Ms. Moran **moved** to adopt Roberts Rules of Order In Brief (newly revised) and Roberts Rules of Order, 11th Edition (newly revised), as the rules governing the committee. Mr. Fratiello seconded the motion.

A roll call vote was taken and the motion **passed** unanimously.

- c) Adoption of Charge – Superintendent Kelly Lyman gave a brief explanation of the charge which was included in the meeting packet.

Mr. Fratiello **moved** to accept and adopt the charge as contained in the March 19, 2020 meeting packet. Ms. Moran seconded the motion.

A roll call vote was taken and the motion **passed** unanimously.

4. DISCUSSION ON PROJECT BACKGROUND AND TIMELINE

Ms. Lyman told the Committee that the condition of the roof has been monitored for several years and the Board of Education feels that repairs need to be addressed in the next 3 years. She stressed the need for this issue to be included in the November 2020 referendum. Mr. Corson told the Committee that approximately 80 sq. ft. of the 115 sq. ft. structure needs to be replaced, which is close to 70%. Ms. Lyman then spoke to the Committee about reimbursement

that is available through the State Office of School Construction Grants and Review. She informed them that there is a revolving process for application submittals and to meet the goal of getting the project on the November ballot an application will need to be submitted no later than August, 2020. The Committee agreed that the priority should be 1) authorize staff to approve the proposed RFP with modifications, 2) select an architect, and 3) approve plans and request Council to send the project to referendum. Lastly, the Committee discussed the possibility of timeline adjustments due to the current COVID-19 situation.

5. DISCUSSION AND POSSIBLE ACTION ON COMMITTEE MEETING SCHEDULE:

Members discussed the options of setting reoccurring meeting dates or convening for special meetings as needed. The Committee agreed to forgo setting a schedule at this time of uncertainty and to meet on an as needed basis.

6. DISCUSSION / ACTION ON PROPOSED RFP/RFQ FOR ARCHITECTURAL SERVICES

Ms. Moran **moved** to approve the RFP/RFQ as submitted with authority to adjust the dates granted to the Superintendent of Schools in consultation with the Director of Facilities. Mr. Litrico seconded the motion.

A roll call vote was taken and the motion **passed** unanimously.

A copy of the RFP/RFQ is attached to these minutes.

7. ADJORNMENT:

Mr. Fratiello **moved** to adjourn the meeting at 2:53PM. Mr. Litrico seconded the motion.

The motion **passed** unanimously

Respectfully Submitted,

Tasha N. Smith
Executive Assistant, Town Manager's Office