

SPECIAL MEETING MINUTES

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

Members Absent: John Fratiello

Staff Present: Allen Corson, Director of Facilities Management; Cherie Trahan, Director of Finance; Alicia Ducharme, Budget Analyst; Derek Dilaj, Acting Director of Public Works; Bill Trietch, Deputy Director of Facilities Management

Guests: Robert Banning, Principle & Chief Electrical Engineer, Silver Petrucelli; Paul Jorgensen, Associate & Architect, Silver Petrucelli; Alfred Lombardi, Jr., Partner-in-Charge, Michael Horton Associates, Inc.

1. CALL TO ORDER:

Meeting called to order at 12:00PM by Paul Shapiro

2. APPROVAL OF APRIL 30, 2020 MINUTES:

Ms. Moran **moved** to approve the minutes of the April 30, 2020 meeting. Mr. Briggs seconded the motion.

The motion **passed** unanimously.

3. DISCUSSION AND POSSIBLE ACTION REGARDING ROOF DESIGN PROGRAM AND TASK SCHEDULE:

Mr. Corson talked to the Committee about the Architectural and Design Services contract with Silver Petrucelli. Mr. Jorgensen went over the design program and task schedule. Mr. Lombardi discussed structural aspects and Mr. Banning discussed photovoltaics. The Committee discussed the referendum timeline and presenting the project to the Town Council.

Mr. Litrico moved to approve the Design Program and Task Schedule as submitted to the Committee by Silver Petrucelli. Ms. Moran seconded the motion.

The following vote was recorded by roll call:

Briggs	Yes
Fratiello	Absent
Litrico	Yes
Moran	Yes
Shapiro	Yes

The motion **passed**

4. DISCUSSION AND POSSIBLE ACTION REGARDING DATES AND TIMES FOR FUTURE MEETINGS:

The Committee discussed setting scheduled meetings or continuing to hold special meetings as necessary. A consensus emerged to poll members, staff and contractors for a meeting during the week of June 15th.

5. ADJORNMENT:

Ms. Moran **moved** to adjourn the meeting at 1:03PM. Mr. Litrico seconded the motion.

The motion **passed** unanimously

Respectfully Submitted,

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