

## SPECIAL MEETING DRAFT MINUTES

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

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

1. CALL TO ORDER:

Meeting called to order at 4:00PM by Paul Shapiro

Ms. Moran made a **motion** to adjust the agenda in order to discuss matters in Executive Session at the beginning of the meeting. The adjustment will move item #5 to the #3 position and have all other numbers follow accordingly. Mr. Litrico seconded the motion.

The motion **passed** unanimously.

2. APPROVAL OF APRIL 23, 2020 MINUTES:

Ms. Moran **moved** to approve the minutes of the April 23, 2020 meeting. Mr. Fratiello seconded the motion.

The motion **passed** unanimously.

3. EXECUTIVE SESSION:

At: 4:04PM, Ms. Moran **moved** to enter into executive session and invite to the session Interim Town Manager John Carrington, Superintendent of Schools Kelly Lyman, Director of Facilities Management Allen Corson, Director of Finance Cherie Trahan, Acting Director of Public Works Derek Dilaj, Deputy Director of Facilities Management Bill Trietch, and Budget Analyst Alicia Ducharme for the purpose of review of submitted proposals and qualifications for architectural design services, in accordance with CGS §1-200(6)E and 1-210(b)24. Mr. Briggs seconded the motion.

The motion **passed** unanimously.

The executive session concluded and the Committee reconvened in open session at 4:47PM.

4. DISCUSSION REGARDING INTERVIEWS FOR ARCHITECTURAL DESIGN SERVICES:

The Committee determined that discussion was not necessary.

5. INTERVIEWS OF ARCHITECTURAL DESIGN SERVICES APPLICANTS:

The Committee determined that additional interviews were not necessary.

6. DISCUSSION AND POSSIBLE ACTION REGARDING SELECTION OF ARCHITECTURAL DESIGN SERVICES FIRM FOR THE MANSFIELD MIDDLE SCHOOL ROOF REPLACEMENT PROJECT

Mr. Briggs **moved** to award the contract to provide architectural and design services for the Mansfield Middle School roof replacement project to Silver Petrucelli & Associates, Inc. Mr. Litrico seconded the motion.

Mr. Shapiro expressed thanks to the Committee and Staff for their work on finding and interviewing firms for the roof replacement project. He told the Committee that while he feels there were several good firms that applied, the experience, professionalism and information about past projects was the tipping factor for the decision to choose Silver Petrucelli & Associates.

The following vote was recorded by roll call:

Briggs	Y
Fратиello	Y
Litrico	Y
Moran	Y
Shapiro	Y

The motion **passed**

7. DISCUSSION OF ARCHITECTURAL PROCESS

Mr. Corson told the Committee that the next steps in the architectural process will be getting the appropriate contract documents executed, reviewing the cost estimates and establishing a design committee in preparation for the referendum.

The Committee discussed setting up a schedule for upcoming meetings.

8. ADJORNMENT:

Mr. Briggs **moved** to adjourn the meeting at 5:02PM. Ms. Moran seconded the motion.

The motion **passed** unanimously

Respectfully Submitted,

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