

**MINUTES**  
**Town of Brookfield**  
**Municipal Building Committee**  
**Regular Meeting**  
**March 18, 2014 – 7:00 P.M.**  
**Town Hall – Room 133**

**1. Call to Order:** Meeting was called to order at 7:00 P.M. by Chairman Paul Checco

**Present:** Committee Members: Paul Checco, Tony Licursi and William Perrone; Dennis DiPinto, Director, Parks and Recreation

**Absent:** Josh Flowers

Chairman opened the meeting acknowledging the passing of George Brown, Jr. who was a dedicated member and former chairman of the MBC for many years. A discussion followed regarding what type of memorial the committee could install to honor Chip's many years of service to the town. Committee will look into Town regulations pertaining to such memorials.

**2. Approval of Minutes:**

o **November 20, 2012 MBC Regular Meeting:** Due to lack of quorum needed to approve the minutes from this meeting, approval was tabled until next meeting.

o **May 21, 2013 MBC Regular Meeting:** Due to lack of quorum needed to approve the minutes from this meeting, approval was tabled until next meeting.

o **October 22, 2013 MBC Special Meeting:** Due to lack of quorum needed to approve the minutes from this meeting, approval was tabled until next meeting.

o **November 19, 2013 MBC Special Meeting:** Due to lack of quorum needed to approve the minutes from this meeting, approval was tabled until next meeting.

Chairman will consult with Town Counsel and Ginny as to how to proceed with approving minutes for the above meetings as membership has recently changed and quorum not available.

**3. Park Revitalization Plan:** Chairman reported on Cadigan portion of project stating that they had nine contractors on walk throughs and bids are due Thursday, March 20, 2014 with bid opening set for 2:00 p.m. that day.

During this time the fact that committee membership is down to four persons was brought up. With the projects coming up, it is felt the committee should have full membership as well as at least one alternate member. Chairman stated he will request letters of interest from RTC, DTC and Independents.

Chairman continued stating that once contractor is selected for Cadigan phase of the project, Doyle Coffin will be working on finalizing the beach design with the current plan being bids going out mid June/July and received late summer. Work would begin when the beach is closed for the season.

The project architect, Dennis DiPinto and available committee members will be at bid opening. After a tally has been drawn up by the architect, Chairman stated architect would then vet the three lowest bidders to ascertain they meet the qualifications. Doyle Coffin will then prepare letter to MBC informing them of lowest responsible bidder. At next meeting, MBC will prepare letter of recommendation to the Board of Selectmen for the contract award. Along with this letter, Doyle Coffin will prepare contract. In order to have recommendation to Board of Selectmen by their next meeting scheduled for April 7, 2014 the MBC will consider holding a special meeting on Tuesday, April 1, 2014.

4. **Correspondence**: No correspondence.
5. **Invoices**: Invoices were received from Doyle Coffin: February 1, 2014 in the amount of \$36,133.43; March 1, 2014 in the amount of \$36,467.49. A motion was made by Bill Perrone to approve the two invoices and was seconded by Tony Licursi. Motion passed unanimously, 3-0. Dennis DiPinto will deliver invoices to Controller.
6. **Additional Business**: No additional business was discussed
7. **Public Comment**: No public comment
8. **Next Meeting**: The next meeting is tentatively set for Special Meeting April 1, 2014
9. **Adjournment**: A motion was made by Tony Licursi to adjourn the meeting at 7:20 P.M. The motion was seconded by Bill Perrone and passed unanimously, 3-0.

Respectfully submitted,

Paul Checco  
Chairman, Municipal Building Committee