

Town of Colchester

Building Committee – Special Meeting

December 22, 2011 – 7:00 PM

William J. Johnston Middle School

MINUTES

Members Present: Thomas Tyler, Anthony Tarnowski, Joseph DeLucia, Joseph Ruiz, Paul Picard, Pam Scheibelein

Members Absent: None

Others Present: Director of Facilities Greg Plunkett, Board of Selectman Liaison Rosemary Coyle, Board of Selectman Greg Cordova, Citizens: Chuck Guarino, Petina Killiany

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:05 p.m.

2. **Citizens Comments:** Chuck Guarino asked if all members on the committee were volunteers. Newly appointed Board of Selectmen Liaisons, Greg Cordova and Rosemary Coyle, introduced themselves. Petina Killiany said that she has heard there is a lot of interest in submitting RFQ packets.

3. **Possible Election of Officers (Pending new member appointments by Board of Selectman):**
Due to the length of time it is taking to appoint a new member to the Committee, members agreed that a Vice-Chairman should be elected.
P. Picard motioned to elect J. DeLucia as Vice-Chairman, seconded by P. Scheibelein. Vote was unanimous. **MOTION CARRIED.**

4. **Approval of Minutes**

√ **December 8, 2011:** P. Picard motioned to approve the minutes of the December 8, 2011 Special meeting, seconded by P. Scheibelein.

Discussion: There was discussion at the meeting regarding having liaisons serve as an outreach to the community organizations. There was also discussion regarding the development of bylaws. (R. Coyle commented at the current meeting that she does not believe the Committee needs bylaws due to the fact that it is not a standing commission. If the Committee would like to set a time limit on citizens' comments it can just be done as setting precedence.)

P. Picard withdrew his motion.

J. DeLucia motioned to accept the December 8, 2011 Special meeting minutes adding to reflect the above mentioned discussions, seconded by J. Ruiz. Vote was unanimous.

MOTION CARRIED.

5. Discussion on Town Department Requirements for Building:

√ Greg Plunkett, Patti White (Senior Center), Val Geato (Youth and Social Services), Cheryl Hancin (Parks & Recreation), and Kate Byroade (Cragin Memorial Library), have developed specifications for a multi-purpose community center and community center needs assessment after visiting. Facility priorities, specific capacities, furnishings, surfaces, adjacency and supervisory needs of the facility were highlighted. The information was gathered by the group visiting other community centers. In January the group will tour the facility in South Windsor.

- √ P. Picard said he has been talking to seniors to familiarize himself with the type of activities that are held at a Senior Center and their needs. He expressed concern that ample space be available for the Center. Members agreed that there has to be flexibility and open-mindedness in the use of space.
- √ There needs to be feedback from the Board of Selectmen (BOS) and Board of Finance (BOF) as to their thought over cost of the project. The estimate for Option #4 (recommended by the Ad-Hoc Committee) of the Space Assessment Needs Report in 2007 was \$33 million. R. Coyle and G. Cordova will discuss this with the BOS.
- √ R. Coyle asked if still looking at a designated Senior Center to qualify for grant funding. P. Picard responded that the Committee is aware of the grant funding but will need to weigh what is needed with what would need to be done to qualify for the grant. If the design that is best for the needs of the community or is cheaper than a stand alone facility would not be worth the grant that would be received. First Selectman Schuster had made this clear to the Committee at a previous meeting.

6. Project Timeline- Any updates or changes to be made: No changes to the timeline.

7. RFQ\RFP for Architectural Services –

RFQ -Updates on status: There have been some addendums to the RFQ (see attached).

All received RFQs are due on January 5th by 2:00 p.m. and will be opened in the BOS office. The RFQ will be for only phase one.

RFP – Review: A current draft was reviewed and changes discussed.

G. Plunkett will prepare a final copy and attach Town insurance requirements.

A set fee and fee schedule were talked about. When the four architects that are selected to be interviewed will bring a sealed envelope that will be opened after discussion with their fees.

8. Citizens Comments: Chuck Guarino asked how the Schedule of Fees works.

9. Adjournment: P. Picard motioned to adjourn, seconded by J. Ruiz. Vote was unanimous.

MOTION CARRIED. Chairman Tyler adjourned the meeting at 8:48 p.m.

Submitted by,

Dawn LePage, Clerk