

**Town of Colchester
Building Committee - Special Meeting
October 13, 2011-7:00 PM
Town Hall**

MINUTES

Members Present: Pam Scheibelein, Steven Wells, Thomas Tyler, Anthony Tarnowski, Paul Picard, Joseph DeLucia, Jr. (alternate), Joseph Ruiz

Members Absent: None

Others Present: First Selectman Gregg Schuster, Superintendent of Schools Karen Loisselle, Director of Facilities Greg Plunkett, Board of Education Chairman Ronald Goldstein, Board of Education member Brad Berneir, Senior Center Director Patti White, Citizen Petina Killiany

1. Call to order: First Selectman Schuster called the meeting to order at 7:05 p.m. He announced that T. Hendricksen had resigned from the committee. Approval of the October 3, 2011 meeting was not placed on the agenda. They will be submitted for approval at the next meeting.

2. Citizens Comments: None

3. Election of Officers: P. Picard motioned to elect S. Wells as Chairman, seconded by T. Tyler. All members voted in favor. MOTION CARRIED.
S. Wells motioned to elect T. Tyler as Vice-Chairman, seconded by P. Picard. All members voted in favor. MOTIONED CARRIED.

(P. Picard needed to leave at this time.)

4. Community Development/Small Cities Block Grant - Requirements & Timelines:
P. White explained stipulations of the grant which will be announced around the first of the year and due in June. The Town receiving an award must contribute a minimum of 50% of the amount of the grant received toward the project. The maximum amount available is \$750,000. The Senior Center would need to be self-contained; however, it does not need to be a separate building. First Selectman Schuster directed that while it is a substantial amount of money, the grant should not affect the best building configuration.
The projected year for submission of timeline to the State for review was scrutinized. There are several considerations such as taking advantage of the current economy and feasibility of timeline. P. Killiany said that there have been some cases where if not completed for the June 30 deadline for submission, a town has later requested to

legislation that their timeline be added to the agenda. There is no guarantee that it will be added.

First Selectman Schuster made a recommendation that we target to have referendum in September of 2012 and make the request to be added to legislative agenda. He also reminded everyone that both parts of the building project do not need to be completed at once. G. Plunkett explained that there will have to be phasing due to the fact that school will be in session and need to use areas of the current building.

The consensus was to follow First Selectman Schuster's recommendation.

G. Plunkett will prepare a preliminary timeline for the next meeting.

5. Other Grant Possibilities: A STEEP grant could be a possibility though not certain of meeting the qualifications. The Committee is not charged with securing grants.

6. RFQ/RFP for Architectural Services - Requirements for State Reimbursement:

Requirements for selecting an architect include consideration of price of services, experience with similar projects, organization and team structure, past performances, approach to project, and contract oversight capabilities. An RFP/RFQ will need to be developed. P. Killiany has a presentation for the Committee on the pros and cons of hiring an architect for the entire process or hiring a project management firm.

Currently an Architectural Engineer will need to be hired. G. Plunkett will be in the process of writing a RFP/RFQ. This will need to be completed by the end of November with the understanding that if more time is needed the timeline will be extended.

7. Educational Specifications and Specifications for Town Departments - Timelines:

Process will begin on both the School and the Town side to determine what exactly is needed in the buildings. The Architect will write the Ed Spec.

8. Discussion and Possible Action on Public Information Session: A public meeting should be planned for the near future to obtain feedback as to what the residents would like to see in the buildings and to offer them an update on the project.

9. Adjournment: T. Tyler motioned to adjourn, seconded by P. Scheibelein. All members voted in favor. MOTION CARRIED.

Submitted by,

Dawn LePage
Clerk