

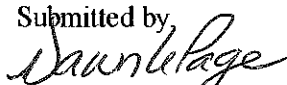
Minutes

**Members Present:** Thomas Tyler, Paul Picard, Steve Well,, Anthony Tarnowski, Joe Ruiz, Irene Malsbenden

**Members Absent:** Joseph DeLucia

**Others Present:** First Selectman Stan Soby, Board of Finance Liaison Art Shilosky; Board of Education Liaison Brad Bernier; Director of Educational Operations Ken Jackson; Superintendent Jeff Mathieu, representatives from various construction firms

1. **Call to Order:** Chairman Tyler called the meeting to order at 7:02 p.m..
2. **Citizen's Comments:** None
  - a. **Town Email:** K. Jackson received one email from a parent regarding scheduling and construction.
3. **Approval of Minutes – July 23, 2015:** A. Tarnowski motioned to approve the minutes of July 23, 2015, seconded by I. Malsbenden. . Vote was unanimous with S. Wells and P. Picard abstaining. **MOTION CARRIED.**
4. **Update on Bureau of School Facilities communication:** None
5. **Discussion on review of architect RFQ responses:** Fourteen RFQ packets were received. Members will continue to review them and will rank them using a rubric Chairman Tyler will update per discussion and send out to members. No more than 4 firms that submitted an RFQ will be chose to be interviewed. The regular scheduled meeting for September 10th was cancelled and a special meeting will be held on September 17th to chose architects to be interviewed
6. **Discussion of project next steps**
  - a. **Construction services:** Members discussed criteria for the RFQ for construction services. K, Jackson will develop the RFQ for approval at the September 17th meeting.
  - b. **Owner Project Management services:** There was consensus among members that having an OPM would be beneficial. What the scope of services will be for the Construction Manager and for the Architect need to be determined to know what services would be expected of an OPM.
  - c. **Schedule:** Finalizing the RFP for the architectural services will be discussed at the September 17th meeting. Interviews were tentatively scheduled for the week of October 12th.
6. **Discussion on communication/social media:** No update.
7. **Citizen's Comments:** None
8. **Adjournment:** J. Ruiz motioned to adjourn, seconded by P. Picard. Vote was unanimous. **MOTION CARRIED.** Chairman Tyler adjourned the meeting at 8:24 p.m.

Submitted by  
  
Dawn LePage, Clerk

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