

**Municipal Buildings Strategic Plan
Advisory Committee
Minutes
Monday, February 23, 2015
7:00pm
C.H. Booth Library
25 Main Street, Newtown**

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE
MUNICIPAL BUILDINGS STRATEGIC PLAN ADVISORY COMMITTEE

The Municipal Buildings Strategic Plan Advisory Committee held a regular meeting on Monday, February 23, 2015 in the meeting room at the C.H. Booth Library, Newtown. The meeting was called to order at 7:09 pm.

Present: Chairman Jay Maher, Bill Brimmer, Walt Motyka, Mike Marinaccio (arrived at 7:42 pm), Michelle Ku, Rebekah Harriman, Paul Lundquist, Kathy Hamilton

Absent: Scott Cicciari, Jim Filan

Others Present: Geralyn Hoerauf of Diversified Management, Linda of The Voices, Superintendent Eradi

1. Review and Approval of Minutes:

Motion: Bill Brimmer motioned to accept minutes. Jay Maher seconded. The motion was approved unanimously.

2. Determine Process for Review of Qualification Process: The committee has to consider consultants for both the Facilities Conditions Assessment and the Space Needs Assessment. Geralyn explains that it is ideal for the committee to narrow the RFQ/RFP responses down to approximately 3 consultants and then proceed next week with the interview process. While the proposed cost should be considered with the other qualifications of the consultants, the committee is not required to pick the lowest bidding company.

3. Review of RFQ/RFP responses for the Facilities Conditions Assessment (FCA) and Space Needs Assessment Consultants (SNA):

Motion: Paul Lundquist motioned to enter executive session for the purpose of discussing the proposals. Kathy Hamilton seconded. All approved.

Entered into Executive Session at 7:20 pm

Exited executive session at 8:35 pm

Motion: Paul Lundquist motioned to invite 3 consultants (DRA Architects, Silver/Petrucci & Associates, and Friar Associates) to interview on March 5 for the FCA and SNA. Jay Maher seconded. All approved.

4. Next Meeting Dates:

Interview for the 3 consultants will take place on March 5th between 1:00 pm and 5:15 pm in Meeting Room #1 of the Newtown Municipal Center.

Next meeting will take place March 16th at 7:00 pm. Location to be determined.

Meeting Adjourned at 8:42 pm

Respectfully Submitted,

Aileen Nosal, Clerk