

PENFIELD BUILDING COMMITTEE

Thursday, December 12, 2013

8:30 a.m.

Old Town Hall Conference Room

Old Town Hall

611 Old Post Road

Fairfield, CT 06824

AGENDA

- I. Call to Order-First Selectman Michael Tetreau
- II. Organizational Matters
 - A. Introductions and Charge-First Selectman Michael Tetreau
 - B. Building Committee Procedures-First Selectman's Building Committee Liaison
Judy Ewing
 - C. Freedom of Information Act/Robert's Rules-Risk Manager/Fairfield FOI Liaison
Eileen Kennelly
 - D. Purchasing Department Role/Overview of Bidding Procedures-Purchasing
Director Twig Holland
 - E. Finance Department Role-Controller Caitlin Bosse
 - F. Feedback, Updates and Ongoing Communication-Parks and Recreation Director
Gerry Lombardo and Department of Public Works Director Joe Michelangelo
 - G. Summary-First Selectman Michael Tetreau
- III. Election of Officers
 - A. Nominations and Election of Chair-First Selectman Michael Tetreau
 - B. Nomination and Election of Vice Chair-Chair
 - C. Nomination and Election of Secretary-Chair
- IV. Approval of 2013-2014 Meeting Schedule
- V. Adjourn