

PENFIELD BUILDING COMMITTEE MEETING

Thursday, December 12, 2013

8:30 am

Old Town Hall Conference Room

Old Town Hall,

611 Old Post Road

Fairfield, CT 06824

Members Present:

William Sapone
Ian Bass
Rich Speciale

Jane Nelson
Robert B. Bellitto Jr.
Ellery Plotkin

Andrew Graceffa
James Bradley
Ken Jones

Also Present:

Michael Tetreau
Cristen McCarthy-Vahey
Kevin Kiley
Joseph Michelangelo

Gerry Lombardo
Robert Mayer
Caitlin Bosse
Twig Holland

Laura Pulie
Eileen Kennelly
Judy Ewing

I. Call to Order

The meeting was called to order by the First Selectman, Michael Tetreau at 8:34 a.m.

II. Organizational Matters

- A. Introductions and Charge – First Selectman Michael Tetreau gave an overview of the project and identified the various presenters to the committee.
- B. Building Committee Procedures – Judy Ewing discussed the building committee procedures and referenced the Temporary Building Construction Study Committee Report dated 3/16/07 which governs the operation of town building committees.
- C. Freedom of Information/Robert's Rules – Eileen Kennelly discussed the various rules concerning making the process open to the public and what is required to satisfy freedom of information requirements. Ms. Kennelly also discussed the various procedures and motions the building committee would follow under Robert's Rules.
- D. Purchasing/Bidding Procedures – Twig Holland discussed the role of the Purchasing department in developing requests for proposals, requests for qualifications, and in awarding and monitoring the bidding process.
- E. Finance Department – Caitlin Bosse described how the Finance department tracks the expenses incurred by the committee and what types of reports that would be generated, and emphasized the importance of tracking to avoid going over budget.
- F. Parks and Receptions Role – Gerry Lombardo and Joseph Michelangelo discussed their roles in providing information to the committee on the uses of the pavilion by the public.
- G. Summary – Mr. Tetreau summarized that the presenters would be there to assist the committee in it work.

III. Election of Officers

- A. Nomination and Election of Chair – Mr. Tetreau then asked the committee members if there were any nominations for Chairman of the committee. Mr. Plotkin nominated James Bradley as Chairman, Mr. Bellitto 2nd. All members voted in favor, and the motion carried 9-0-0.
- B. Nomination and Election of Vice Chair – The Chairman, Mr. Bradley then requested nominations for Vice Chair. Mr. Sapone nominated Mr. Bellitto, Mr. Speciale 2nd, all members voted in favor, and the motion carried, 9-0-0.

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- C. Nomination and Election of Secretary – The Chairman then asked for nominations for Secretary of the committee. Mr. Bellitto nominated Mr. Sapone, Mr. Speciale 2nd, all members voted in favor, and the motion carried, 9-0-0.

IV. Approval of 2013-2014 Meeting Schedule

There then was a discussion among the members on suitable dates and times for the regular committee meetings in 2014. After some discussion, Mr. Graceffa motioned to hold the Penfield Building Committee meetings on the 2nd and 4th Thursday of every month at 6:00 p.m., location to be determined. Mr. Bass 2nd, all the members voted in favor, and the motion carried, 9-0-0.

Mr. Sapone then asked through the chair if prior to the January 9th meeting, if the committee could have a tour of the Penfield Pavilion. Mr. Michelangelo said that he would be able to provide access for the committee, and after some discussion, it was agreed that the committee would hold a Special Meeting to visit the Penfield Pavilion on Friday, December 20, 2013 at 8:30 a.m., for those members who could make it. For those not able to attend, he volunteered to provide time to give them access as well before the January 9th meeting.

V. Adjourn

Mr. Sapone motioned to adjourn at 9:40 a.m., Mr. Bellitto 2nd, motion carried.

Respectfully submitted,

Sheila Tesei, Recording Secretary

William J. Sapone, Secretary