

**RIVERFIELD SCHOOL BUILDING COMMITTEE  
MINUTES OF REGULAR MEETING  
April 24, 2012**

The Regular Monthly Meeting of the Riverfield School Building Committee was held on Tuesday, April 24, 2012 at 7:30 p.m. in First Floor Conference Room, Independence Hall, 725 Old Post Road,, Fairfield, Connecticut.

**MEMBERS PRESENT**

Dan Graziadei, Christine Messina, Tom Quinn, John Shaffer, Maureen Sawyer, Scott Thompson

**MEMBERS ABSENT**

Lawrence Ratner

**ALSO PRESENT**

Dorothy Domeika, provisional member of Riverfield School Building Committee  
Judy Ewing, Liaison for the First Selectmen  
Twig Holland, Director of Purchasing, Town of Fairfield  
Sal Morabito, Manager of Construction, Security & Safety, Board of Education

**ACTION TAKEN:**

1. Approved the minutes of the Riverfield School Building Committee Meetings of March 27, 2012 and April 12, 2012.

AGENDA

1) CALL TO ORDER

Chairman Quinn called the meeting to order at 7:32 pm.

2) PLEDGE OF ALLEGIANCE

3) MINUTES

To consider and act upon the minutes of:

A. REGULAR MEETING OF MARCH 27 2012

B. SPECIAL MEETING OF APRIL 12, 2012

On a motion from the Committee, the minutes of the meetings of March 27, 2012 and April 12, 2012 were unanimously approved as submitted.

4) UPDATE ON BOS ACTION ON SEED MONEY REQUEST

Chairman Quinn informed the Committee that the Board of Selectmen approved the request for \$250,000 in seed money at their meeting this afternoon. Chairman Quinn also informed the members that the Board of Finance will be considering this request at their May 8<sup>th</sup> meeting and he encouraged everyone to attend this meeting.

Vice Chairman Messina, who attended the BOS meeting this afternoon, informed the members of the Committee that the BOS made it quite clear that all expenditures for this project would be scrutinized carefully, as has been done for all projects.

5) REVIEW OF COMMITTEE PROCESS TASKS AND ACTIONS PRESENTED BY TWIG HOLLAND, DIRECTOR OF TOWN PURCHASING DEPARTMENT, INCLUDING REVIEW OF OVERALL MATRIX CHART.

Ms. Holland reviewed tasks and responsibilities for the Committee via a PowerPoint presentation. Ms. Holland informed the members that she would email her presentation to all of the Committee members for use as a reference. Ms. Holland informed the Committee that the interviews for the architects will take place on June 19, 2012 and any members not present for the interviews will not be allowed to vote on the architect selection. Chairman Quinn stated that the meeting on June 19th will be taped for FairTV and he asked Ms. Holland if it would be allowable for a member absent on June 19th to review that tape and therefore be eligible to vote on the architect. Ms. Holland stated that as long as the absent person reviewed the entire tape, that should make him/her eligible to participate in the selection of the architect for this project.

Ms. Holland informed the Committee that the responses for the architect RFQ are due back to her office by May 3, 2012. Ms. Holland will send the responses to all members of the RSBC for their review and rating and the RSBC will meet on May 15, 2012 to determine 4 finalists who will then make presentations to the Committee at the meeting scheduled for June 19, 2012.

6) DISCUSS STATUS OF RFQ /TIMETABLE AND IMPACT ON REGULARLY SCHEDULED MEETINGS. TO INCLUDE WAYS OF KEEPING ALL COMMITTEE MEMBERS UP TO-DATE EVEN IF THEY ARE ABSENT.

Chairman Quinn informed the Committee that the meeting schedule for Tuesday, May 1, 2012 will be canceled due to no items to be moved.

Chairman Quinn reminded everyone that the next meeting will be held on May 15, 2012 at Riverfield School in the All Purpose Room (APR) at 7:30 pm.

7) NEW BUSINESS

None

9) PUBLIC COMMENT

Judy Ewing reminded everyone that no Committee business may be discussed outside of scheduled meetings (emails, conference calls, etc.).

10) ADJOURN

There being no further business the meeting was adjourned at 9:26 P.M.