

**RIVERFIELD SCHOOL BUILDING COMMITTEE
MINUTES OF REGULAR MEETING
May 15, 2012**

The Regular Monthly Meeting of the Riverfield School Building Committee was held on Tuesday, May 15, 2012 at 7:30 p.m. in the All Purpose Room, Riverfield School, 1625 Mill Plain Road, Fairfield, Connecticut.

MEMBERS PRESENT

Dorothy Domeika, Dan Graziadei, Christine Messina, Tom Quinn, Lawrence Ratner, Maureen Sawyer, John Shaffer, Scott Thompson

MEMBERS ABSENT

Harry Ackley

ALSO PRESENT

Judy Ewing, Liaison for the First Selectmen
Twig Holland, Director of Purchasing, Town of Fairfield
Brenda Anziano, Appointed Principal for Riverfield School (8:29)
Tom Cullen, Director of Operations, Board of Education
Pamela Iacono, Chairman, Board of Education

ACTION TAKEN:

1. Approved the minutes of the Riverfield School Building Committee Meeting of April 24, 2012.

AGENDA

1) CALL TO ORDER

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

2) PLEDGE OF ALLEGIANCE

3) DISCUSS CURRENT STATUS OF PROJECT WITH IMPLICATIONS ON TIMING

Chairman Quinn informed the Committee that the Board of Finance, at their meeting held on May 8, 2012, tabled the request for seed money for this Committee to a date certain of June 5, 2012 due to the ongoing budget process.

4) DISCUSS, VOTE ON POTENTIAL ARCHITECTS RESULTING IN A SHORT LIST OF FOUR CANDIDATES

Riverfield Building Committee
Minutes of Regular Meeting May 15, 2012

Chairman Quinn asked the members if everyone had completed the selection matrix process to be used in determining the short list candidates from all of the applicants. Three members of the committee had not either completed, or used, the matrix in their ranking of all the applicants.

Ms. Holland reminded the Committee that, since this is a State Qualification Project, the selection matrix provided must be used for the selection process. Ms. Holland also informed the Committee that the matrices would be collected at the end of the meeting and the Town Attorney must sign them and the matrices will be made available to the State and the auditors for their review. Ms. Holland also stated that all documentation for this project will be made available to the State and the auditors for their review.

A discussion followed on the effect of postponing the determination of a short list for 30 days. The Committee decided that the decision on the short list candidates would be done at the scheduled meeting of the Committee for May 29, 2012.

Ms. Holland informed the Committee that her department would perform all background and reference checks on the short listed firms.

Ms. Holland suggested that the members of the Committee, as they are reviewing the proposals, might want to look at the following items for each applicant:

- # of school projects done
- any similar projects
- staffing proposals (individuals named)
- projects with multi-year phasing
- work done in occupied spaces
- consultants to be used and what projects those firms have done

Mr. Thompson also suggested that the members might look at how personal the proposal was to this one project.

Ms. Holland also informed the Committee that, prior to 2008, professional services were not subject to the bidding process but due to changes at the State level, professional services are now required to qualify through the open bid process.

5) NEW BUSINESS

On a motion from the Committee, the minutes of the meeting of April 24, 2012 were approved as submitted.

6) PUBLIC COMMENT

Charlotte Leslie, 160 Hunter Road, Fairfield

Mrs. Leslie stated that she is here tonight at a neighbor, PTA advocate, and former recording secretary for a prior building committee. She stated that, in her experience, it is vital for the firm selected to have prior school experience; personnel is also vital to a successful project. Mrs. Leslie stated that she was very disappointed with what was done at McKinley Elementary School. She stated that the community was assured they would have a new brick building but the final product was far from that description.

7) ADJOURN

There being no further business the meeting was adjourned at 8:30 P.M.