

Osborn Hill Building Committee

April 9, 2013

7:30 p.m.

First Floor Conference Room

Independence Hall

725 Old Post Road

Fairfield, CT 06824

FINAL MINUTES

Members Present: Bret Bader, Susan Cardona, William Dunn, Kim Marshall, Steven White

Others Present: Mike Tetreau, Caitlin Bosse, Judy Ewing, Twig Holland, Eileen Kennelly, Sal Morabito

Mr. Tetreau swore in the following members of the committee prior to the Call to Order: Bret Bader, Susan Cardona, William Dunn, Kim Marshall, Steven White.

I. Call to Order

First Selectman, Mike Tetreau, called the meeting to order at 7:30 p.m.

Mr. Tetreau introduced the committee members, and Ms. Bosse, Ms. Ewing, Ms. Holland, Ms. Kennelly and Mr. Morabito, and described the task the committee is charged with.

II. Organizational Matters

A. Sal Morabito, Manager of Construction, Security and Safety, described the circumstances and conditions that lead to the creation of the Building Committee. He described the process and procedures required to receive reimbursement from the State of Connecticut for some portion of expenses associated with the aforementioned issues. Mr. Morabito distributed handouts to the committee, including EDO42 and EDO49 forms.

B. Ms. Ewing described the Building Committee Procedures. She provided members with a book of Building Committee Procedures that was issued in 2007, and has been used as the working guide since then.

C. Eileen Kennelly discussed Freedom of Information Act and Robert's Rules.

D. Twig Holland, Director of Purchasing handed out Construction Process description to the members, and described the Purchasing Department's role in the project.

E. Caitlin Bosse, Town Comptroller, Finance Department, described her role and the process to have funds encumbered and to have invoices paid.

F. First Selectman Tetreau summarized the information that had been presented.

III. Election of Officers

A. Mr. Dunn made a motion to nominate Kim Marshall as Chairman of the committee. Mr. Bader seconded the motion.

The motion to elect Ms. Marshall was passed unanimously.

B. Kim Marshall made a motion to nominate Mr. Dunn as Vice Chair. Ms. Cardona seconded the motion.

The motion to elect Mr. Dunn was passed unanimously.

C. Mr. Dunn made a motion to nominate Mr. White as Secretary. Ms. Marshall seconded the motion.

The motion to elect Mr. White was passed unanimously.

IV. New Business

Ms. Marshall will confer with Ms. Ewing, and with committee members and members of the appropriate town department liaisons, to coordinate future meeting times, dates and locations, and will communicate the information to the committee members.

V. ADJOURNMENT

Ms. Marshall made a motion for the meeting to adjourn the meeting at 9:15 p.m. Mr. White seconded the motion, which carried unanimously.

Respectfully Submitted,

Diane McClure
Recording Secretary