

Approved Meeting Minutes

Middle School Building Committee Meeting

February 19, 2014 – 8:15 am

BOE Conference Room, 3rd Floor Annex Building

5 Linsley Street, North Haven, CT

Committee Members in Attendance:

Miriam Brody , Michael Brandt, Lou Coppola, Sr., Gary Johns (committee chairman), David Mikos, Bruce Morris , Walter Nester, Jr., Joseph Porto, Michelle Spader (committee secretary), Dyann Vissicchio (committee vice-chair)

Absent: None

Others in Attendance:

Goldie Adele, Kristine Carling, Phil Diana, Attorney Jeff Donofrio, Phil Piazza, and Ed Swinkoski.

Meeting called to order at 8:15 am by Chairman, Gary Johns.

Vissicchio asked why approval of minutes was not the first order of business on the agenda, and Johns asked Attorney Donofrio if we are able to add something onto a special meeting agenda. Donofrio said “no”.

Johns informed the committee that the remaining four architectural firms did a walk through at the Middle School on February 18. If the firms have any questions, they must submit them in writing in order for them to be answered.

Johns explained the first order of business was to determine the questions that would be used when committee members call references provided by the four architectural firms. Standard questions must be asked of each of the firms when calling for references. The committee will agree upon questions that will be asked and then those questions will be printed and distributed prior to the reference calls being made so that members can capture answers, in writing, to bring back to the rest of the committee for consideration. Vissicchio asked if we could obtain the list of questions used by the high school building committee when they did reference checks. Donofrio provided the list of the questions the high school committee used. The middle school committee used the list provided as a guide and then spent time modifying/adding to the questions to suit our project needs.

It was agreed that the committee would call two references from each of the four firms. The committee reviewed the references provided and discussed which schools would be contacted. Once the schools were identified, the chairman assigned members to contact each of the references. Attorney Donofrio

advised that the reference checks be done before the firm interviews, which are scheduled for February 26 - 27, 2014.

The committee also chose members to perform site visits at schools each of the firms completed. Those that perform site visits will also report back to the committee on their observations from the school they visited.

Next, the committee discussed the questions they would ask the architectural firms during the RFP interviews. Each firm should be asked the same list of questions. Joe Porto suggested that Johns ask the questions that are presented to the firms after they make their presentations to the committee. In the RFP the firms were told to only bring people that are actually going to work on our project, to the interview.

The committee also had to come up with a new scoring matrix to be used to score the firms after hearing their presentations on February 26 - 27, 2014. The evaluation criteria as well as the weight assigned to each category were determined.

Michelle Spader reminded the committee that someone else will need to be assigned to take the minutes of the public session portions of the meetings on February 26 and 27, in her absence.

Motion to adjourn at 9:50 am by Bruce Morris, seconded by Dyann Vissicchio.

Respectfully submitted,

Michelle Spader
Committee Secretary