

TOWN OF NEWINGTON

BOARD OF EDUCATION ROOF REPLACEMENT PROJECT BUILDING  
COMMITTEE

SPECIAL MEETING MINUTES

January 24, 2011

TOWN HALL CONFERENCE ROOM ONE

- I. Call to Order –the meeting was called to order at 5:05 PM.
- II. Roll Call – Members present: Dan Carson, Chairperson, Myra Cohen, and Clarke Castelle. Others present: Lou Jachimowicz, Business Administrator; and Jeff Baron, Dir. of Administrative Services.
- III. Public Participation - None
- IV. Approval of December 22, 2010 minutes – Mrs. Cohen noted that in Section VII on page 2 the minutes should be amended to delete the reference to Robert’s Rules of Order and replace it with “the Town’s rules”. Mrs. Cohen then made a motion that the Committee approve the minutes of the December 22, 2010 meeting, with this amendment. Second by Mr. Castelle. The motion passed unanimously.
- V. Review and short list design professionals – Mr. Baron stated that the Town had received nine responses to its Request for Proposals. The State requires that the Committee develop a short list of the four most qualified firms. All four firms do not need to be interviewed but the final selection must be one of those four. Mr. Jachimowicz informed the Committee that he had received an e-mail from the Capitol Region Education Council notifying him that there was a brief window for additional dollars that would be available for solar power projects, similar to the one at Kellogg Middle School. The Committee may want to wrap this in with the roofing replacement work. Applications would be due by February 27<sup>th</sup>. If the Committee wishes to move in this direction it would also want an architect who can blend the two projects. Pitched roofs are now required by the State. The direction of the pitch would need to allow the solar panels to face the most advantageous direction.

Each firm was discussed by the Committee, which reviewed the strengths and weaknesses of each qualifications statement. Mr. Castelle then made a motion that the Committee select the firms of Jacunski Humes Architects, Silver Petrucelli & Associates, Lawrence

Associates and Kaestle Boos Associates as the four most qualified firms for this project. Second by Mrs. Cohen. The motion passed unanimously by a vote of 3 YES to 0 NO.

- VI. Interview procedures – The Committee agreed by consensus that interviews will be held on Thursday, February 3<sup>rd</sup>, beginning at approximately 5:00 PM, that all four of the most qualified firms would be interviewed in thirty minute time blocks, with 10-15 minutes for a presentation and 10-15 minutes for questions and answers. Firms will be asked to address their solar experience in their presentation. They will also be requested to provide a flat fee for their services on this first phase of the project. Mr. Baron will develop four or five questions and e-mail them in advance of the interviews to the Committee members. The Committee members will read these questions at the interviews and follow up with individual questions. The Committee will ask for weekly project representation from the architect and will not be hiring a Clerk of the Works.
- VII. Any Other Business Pertinent to the Committee – Mr. Jachimowicz noted that the solar project would involve the school system as the owner, a builder and a financier. The financier would receive the tax credits from the federal level and Clean Energy Fund dollars. The School would lease out the space on the roof. The builder would install the solar panels on the roof and tie them into the school's electrical system. The school would enter into a long term agreement to purchase the power generated by the solar panels. The power production cost would be reduced by the grant and the tax credits. The architect would not be designing or getting paid for the solar panel installation work, but aspects of the roof replacement project would need to be coordinated with the solar panel installation project.
- VIII. Public Participation – None.
- IX. Committee response to public participation – None.
- X. Adjournment – the meeting adjourned at 6:12 PM.

Respectfully submitted,

*Jeff Baron*

Director of Administrative Services