

TOWN OF NEWINGTON

TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE

MEETING MINUTES

February 4, 2013

TOWN HALL CONFERENCE ROOM L101

- I. Call to Order –the meeting was called to order at 4:14 PM by Chairperson McBride.
- II. Roll Call – Members present: Scott McBride, Chairperson; Myra Cohen; Sharon Braverman (arrived at 4:30); Pam Raynock; Bill DeBlasio and Jennifer Win-Johnson. Others present: Members of the public; Lee Olsen, Olsen Design Group; Lou Jachimowicz, Chief Finance and Operations Officer; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Construction Manager Interview Procedure – Mr. Olsen developed a scoring matrix for each Committee member to use to rate each firm to be interviewed, and also questions to ask each firm. Mr. Baron will ask the questions. Committee members can then ask follow up questions or other questions specific to that firm’s presentation or written submittal. The Committee members will be asked to develop a first, second and third choice.
- V. Construction Manager Interviews – Three firms were interviewed: Downes Construction Company, KBE Building Corporation, and The Morganti Group. Each interview lasted between 45 minutes to one hour. Each submitted supplementary materials and a fee proposal. No action was taken.
- VI. Recapitulation - Mr. Olsen led a general discussion of impressions gleaned from the interviews and the fee proposals. Mr. Olsen will work on a matrix to allow comparison of the proposed fees, not only of these three firms but also the two that will provided fee proposals the following evening.
- VII. Any Other Business Pertinent to the Committee – None.
- VIII. Public Participation – None.
- IX. Committee response to public participation – None.
- X. Adjournment – the meeting adjourned at 7:30 PM.