

**Regional School District 12**  
**Board of Education**  
**Facilities Committee Meeting Minutes**

Date: Monday, November 16, 2015

Time: 6:00 PM

Place: Shepaug Valley School, Washington Depot, CT

**Committee Members Present:** Gregory Cava, Chairman; Jennifer Pote, Peter Tagley, Ms. Worobel (at 6:43).

**Staff Members Present:** Patricia Cosentino, Ed.D., Superintendent; Robert Giesen, Director of Finance and Operations (at 6:11 PM); Donald O'Leary, Director of Facilities; Kim Gallo, SVS Principal.

The Chairman called the meeting to order at 6:08 PM.

1. Mr. O'Leary provided a brief overview of the Region's Request for Proposal (RFP) and Request for Quotation (RFQ) for architectural services which include but are not limited to a requirement that the qualified respondent be licensed in Connecticut, and have experience as architect on a minimum of two previous agriscience construction projects of a minimum size of \$35 Million.
2. The Committee then undertook to review the submittals of the two firms submitting responses to the RFP and RFQ, Kaestle Boos Associates and Silver Petrucelli & Associates and discussed the work necessary of committee members in order to select an architect to recommend to the Board for the December meeting.
3. The Committee set a date for architect interviews of November 30, 2015 at 5:15 SVS. The first architect will be interviewed by the Committee at 5:30; and the second at 7 PM.
4. The Committee discussed the formation of a permanent building committee. The Chairman asked committee members to submit potential members from the three towns with emphasis on persons with the relevant experience in architecture and building on commercial and institutional projects. In addition, there was consensus that the Committee will require that members not be a principal or employee, or the spouse or dependent child of a principal or employee of any firm which submits a bid for materials or services.
5. There being no further business to come before the meeting it was adjourned by consent at 6:59 PM.