

**RENOVATION OF THE AVON MIDDLE SCHOOL SCIENCE LABS BUILDING  
COMMITTEE  
REGULAR MEETING MINUTES  
May 28, 2015**

**I. CALL TO ORDER**

The meeting was called to order at 9:00 a.m. at the Avon High School Counseling Office. Members present: Bruce Williams, John Salerni and Heather Michaud. A quorum was present.

**II. ELECTION OF CHAIRMAN**

On a motion made by John Salerni, seconded by Heather Michaud, it was voted:

**RESOLVED:** That the Avon Middle School Science Lab Renovation Building Committee elects Bruce Williams as chairman of the Committee.

Messrs: Williams, Salerni and Mmes: Michaud voted in favor.

**III. COMMUNICATION FROM THE AUDIENCE**

There was none.

**IV. COMMUNICATION FROM COMMITTEE MEMBERS**

There was none.

**V. SET NEXT MEETING DATE**

Moved to end of meeting. The next meeting is scheduled for Tuesday June 30, 2015 at Public Works located at 11 Arch Road, Avon, Ct. at 9:00 a.m.

**VI. DISCUSSION REGARDING THE FOLLOWING ITEMS:**

A. "Charge"

Ann Dearstynne, Town Clerk, sent this information out to all members upon their appointment.

B. "Procedure for Constructing Public Buildings"

Ann Dearstynne, Town Clerk, sent this information out to all members upon their appointment. The information is based upon town policy.

C. "Standards of Conduct for Public Officials"

Ann Dearstynne, Town Clerk, sent this information out to all members upon their appointment. She has received completed copies from all members.

D. Project Budget

Mr. Williams stated that there is currently two years of funding; FY 14/15 \$16,800 and FY 15/16 \$429,000 for a total of \$445,800.

**VII. REVIEW & APPROVE REQUEST FOR QUALIFICATIONS  
RFQ FOR ARCHITECTURAL SERVICES**

Mr. Williams stated that this project was begun informally. During that phase the town worked with Murtha Cullina, the Town's attorney, to develop a request for qualifications. This came out as a draft. Whoever submits a RFQ verifies that they are qualified to perform this work of the design of the science labs. The process that will be used was discussed. Mr. Salerni discussed the broad concept of the project. Mr. Williams stated the RFQ is ready to go. The legal notice will be posted on June 3<sup>rd</sup> and the closing date is June 24<sup>th</sup>. It was agreed that the committee will request a phased proposal that encompassed all work.

On a motion made by Heather Michaud, seconded by John Salerni, it was voted:

**RESOLVED:** That the Avon Middle School Science Lab Renovation Building Committee approves the RFQ as drafted.

Messrs: Williams, Salerni and Mmes: Michaud voted in favor.

**VIII. OTHER BUSINESS**

The projected project timeline was discussed in addition to the development history of the project. Additional components to be considered are structural and ADA compliance.

**IX. ADJOURN**

On a motion made by John Salerni, seconded by Heather Michaud, it was voted:

**RESOLVED:** That the Avon Middle School Science Lab Renovation Committee adjourn the meeting at 9:27 a.m.

Messrs: Williams, Salerni and Mmes: Michaud voted in favor.

Attest: Ann Dearstyne, Clerk

All referenced material will be available to the public in the Town Clerks office.