

**OSBORN HILL SCHOOL BUILDING COMMITTEE**

**Meeting Minutes - Final**

August 18, 2016

7:00 p.m.

Osborn Hill School - Library

760 Stillson Road

Fairfield, CT 06824

Members Present: Bill Dunn, Susie Cardona, Steve White

Members absent: Kim Marshall (Chair), Bret Bader

Others Present: Gerald Foley, Judy Ewing, Robin Orriss (RTM), Pam Iacono (RTM), Ed Bateson (RTM)

Call to Order:

Mr. Dunn called the meeting to order at 7:15 p.m.

Approval of Minutes

Approval of May minutes was delayed until the next meeting

Approval of Invoices

None

Old Business

In his capacity as Vice-Chair, Mr. Dunn led an open discussion of the project's status and the Building Committee's thought process behind remaining intact and moving forward to complete the enclosed walkway (in its currently proposed form) and complete the project. The Building Committee believes that with the other phases of the project completed and outstanding invoices & litigation concluded, it is positioned to meet the expectations of the Town's governing bodies with regards to the enclosed walkway. Mr. Foley, who replaced Ms. Holland as Purchasing Director, provided his recommendations for the bidding process, which included a proposed schedule for the bidding process. Mr. Foley also provided his assessment of the project's current budget and available funds. In addition, he also provided a historical review of the entire project's bid history. After a group discussion, which included expectations, time to completion, cost estimates and the anticipated results, the Building Committee took the following action.

**Mr. Dunn made a motion that the Town Purchasing department put the enclosed walkway out to bid – mid September advertise date for an October due date. Ms. Cardona seconded the motion. The motion passed unanimously, 3:0**

At present, the current timeline as discussed would have a bid deadline date on-or-about October 6<sup>th</sup> . The date was to allow for request for proposal (RFP) to be collected & processed prior to the Building Committee's regular meeting. It is anticipated that the bids would be made available to the Building Committee on October 20th. The Building Committee was made aware that some flexibility may be needed with this timeline to accommodate the bidding schedule. On behalf of the Committee, Mr. Dunn expressed its willingness to work with the Purchasing Department to accommodate them with a special meeting to review the bids should one become necessary.

#### New Business

Mr. Dunn informed those present of the Chair's (Ms. Marshall) intention to present to Town's governing bodies (as requested) with an update on the OHS project's current status.

#### Public Comment

Were included in old business

#### Adjournment

Mr. Dunn made a motion to adjourn the meeting at 8:15 p.m.

Mr. White seconded the motion.

The motion passed unanimously, 3:0

The next meeting is anticipated for September 15<sup>th</sup>.

Respectfully Submitted,  
OHS Building Committee