

Town of Eastford
Building Committee
Monday, January 27, 2020
Eastford School
Minutes

Present: P. Torcellini (Chairperson), R. Torcellini, J. Trowbridge (Selectperson),
G. Carabeau, T. DeJohn, M. Sheldon, D. Leake (Superintendent)
Absent: R. Ellsworth

Chairperson P. Torcellini called the meeting to order at 6:30PM.

- I. The committee unanimously approved the minutes of the meetings of 12/10/19 and 1/9/20.
- II. The committee reviewed the document provided by Superintendent Leake that outlined the amount spent on the steam heat to conversion project to date and the amount remaining in the capital plan that can be applied to the next phase of the project.
- III. Chairperson Torcellini and the committee reviewed the status of the plan developed by CMTA which includes a base bid plus an add-alternate. The committee discussed the ongoing costs and interruptions to multiple school days caused by the continual malfunction of the current heating system. The potential cost savings due to the efficiency of the new system was also discussed.
- IV. Chairperson Torcellini will contact CMTA to secure an updated plan for the next committee meeting.
- V. The committee set the following meeting dates and anticipated timeline:
 - a. February 6, 2020: Building Committee meeting at 6:30PM at Eastford Elementary School. Purpose: The committee will review and recommend to the BOS the final RFP prepared by CMTA. The committee will also develop an RFP advertisement for submission to Villager. This RFP announcement will also be sent to any local companies that may be interested in submitting proposals. All committee members were asked to submit names and contact information to the Superintendent of any company that should review the bid announcement.
 - b. February 10, 2020: Deadline to submit advertisement to Villager for the February 14 issue. RFP announcement sent to potential bidders.
 - c. March 2, 2020: All bids due to the Superintendent's office by 3:00PM.
 - d. March 2, 2020: Meeting of the BOS to open the bids and set a special Town Meeting date to approve additional funding. There will also need to be a Special meeting of the BOS to approve the contract recommended by the Building Committee.
 - e. March 3, 2020: Building Committee Meeting at 6:30PM at Eastford Elementary School. Purpose: The committee will review all bids and make recommendation to the Town for the contract award.
- VI. Meeting adjourned at 7:35 PM.

