

School Building Committee (2020)
Regular Meeting via ZOOM App
Tuesday December 15, 2020
6:30 PM

Committee Members Present: Alderman Mark Bettencourt, Alderman Joe DeLucia, Alderwoman Stacy Gould, William Hull, Heather Romanski, Christine DiStasio, Gerald Martin, Gregory Ballassi, Greg Carabine, Kristen Talley and Peter Gauthier,

Committee Members Absent: None.

Ex-Officio Members Present: Chris LaRose, Kristen Strinfellow, Pat McLaughlin and Athena Nagle.

Citizens Present: Matthew Brown, Norwich Board of Education Facilities Manager and Bob Castronova, City of Norwich Purchasing Agent.

- I. **Call to Order and Quorum:** Alderman Mark Bettencourt called the meeting to order at 6:34 PM.
- II. **Approval of Previous Meeting Minutes:** William Hull made a motion to approve the November 17, 2020 meeting minutes Peter Gauthier noted on the fourth it should read “turning on Boswell Avenue,” without the mention of Hickory Street. Alderwoman Stacy Gould seconded. All voted in favor. The motion passed unanimously.
- III. **Public Comment:** None.
- IV. **Discussion/Potential Action: Professional services needed to be retained – Creation of RFP/Q:** City Purchasing Agent Bob Castronova stated he put together a beginning draft RFQ after a lengthy virtual meeting with a State of Connecticut organization that oversees school construction who provided their feedback on the project and recommended the Committee first acquire an architectural firm as any qualified one would have staff who could complete an enrollment study or at the least have relations with a firm that could. Bob Castronova continued that the Committee did not need to

contract the architect for all aspects of the project and to his knowledge there was \$60,000 available to start which the state felt was sufficient. Bob Castronova stated that based on the state's recommendations and advice he put together and dispersed the draft RFQ to the state and committee members for feedback. Bob Castronova added that the State organization would walk the Committee through the entire process, answer any questions and provide any advice needed. Superintendent Kristen Stringfellow reported that upon a cursory review of the RFQ she felt the conditions section was outdated and noted for example the City did not have a sixth grade academy. Kristen Stringfellow added that the wording "strategic planning" should read "facilities planning" as there is already strategic plan and planners in place, such as herself. Kristen Stringfellow stated she could assist in providing a revised copy to the Committee or purchasing agent. Alderman Mark Bettencourt suggested, per a previous recommendation by Greg Carabine, that a subcommittee be formed to get the revised RFQ together. Alderman Joe DeLucia stated if a subcommittee was created the first step should be to acquire Dr. Stringfellow, Athena Nagle and Heather Romanski's input to ensure the facilities plan matches their strategic plan for the district then the entire subcommittee could work with Bob Castronova to lay out the RFQ to create the product the Committee is working for.

Alderman DeLucia made a motion to create a subcommittee consisting of members Peter Gauthier, Greg Carabine, Kristen Stringfellow, Bob Castronova and Alderman Mark Bettencourt to develop a finalized RFQ for the School Building Committee (2020) project for approval, with potential for other members to be involved. Alderwoman Stacy Gould seconded. All voted in favor. The motion passed unanimously.

Greg Carabine asked if all members agreed with the tasks in the order listed. Alderman Bettencourt responded his understanding is after receiving a revised draft RFQ from Kristen Stringfellow the subcommittee would move forward developing a finalized RFQ for approval.

- V. **Adjournment:** Alderwoman Stacy Gould made a motion to adjourn the meeting at 6:54 PM. Gerald Martin seconded. All voted in favor. The motion passed unanimously.

Respectfully Submitted, Katherine Rose