

TOWN OF COLCHESTER
SENIOR CENTER BUILDING COMMITTEE
FEBRUARY 25, 2020 – 7:00 P.M.
TOWN HALL

MINUTES

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2020 FEB 27 AM 10:47

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Members in Attendance: Chairman Anthony Tarnowski, Vice-Chair Marilynn Turner, S. Nadeau,, Joe Ruiz

Alternates: Geraldine Transue, Madelyn Starkey

Members Absent: Majorie Mlodzinski, Ron Silberman, Kevin Hastings

Alternates: None

Others Present: Board of Selectman Liaison Rosemary Coyle, Board of Finance Liaison Mike Egan

1. **Call to Order:** Chairman Tarnowski called the meeting to order at 7:00 p.m.
2. **Seating of Alternate members:** Chairman Tarnowski called for the alternate members to be seated with three members absent. J. Ruiz motioned to seat alternates M. Starkey and G. Transue as a voting members, seconded by M. Turner. Vote was unanimous. **MOTION CARRIED.**
3. **Amendments to Agenda:** None
4. **Citizens Comments:** None
5. **Approval of Minutes of February 11, 2020:** S. Nadeau motioned to approve the minutes of the February 11, 2020 meeting, seconded by G. Transue. Vote was unanimous. **MOTION CARRIED.**
6. **Correspondence:** Chairman Tarnowski received a letter from CSG expressing interest in providing Owner's Project Management Services. He reminded members of the FOI training on March 3rd. An email has been set up for the committee:
SeniorCenterBuildingCommittee@colchesterct.gov. Chairman Tarnowski and D. LePage will monitor the email.
7. **Approval of Invoices:** None
8. **A/E Services RFQ #2019-12:**
 - a. **Possible Action on RFQ#2019-12 - Selection of A/E firm for Design Phase:**
Chairman Tarnowski met with First Selectman Bylone and J. Paggioli regarding necessary square footage. Ms. Bylone advised the committee to determine what size of building is needed now and in the future. She also advised them to consider the possible uses of the building after hours for reasons such as meeting rooms. The A/E services should only be awarded for phase one of the project leaving the option to hire another firm for phase two if members are not satisfied with the firm after phase one is complete.
Members were given the opportunity to discuss the firms interviewed. G. Transue motioned to recommend to the Board of Selectmen to engage in a contract with Silver/Petrucelli & Associates for phase one of the Senior Center Building Project in an amount not to exceed \$46,991 and in accordance with RFQ 2019-12, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**

9. Owner's Representative RFQ discussion and possible action: Members read through portions of the RFQ and discuss changes to eliminate any duplications with the architect. They should bring any questions or comments to the next meeting. There was general consensus that it is in the best interest of the project to bring on the OPM now.

10. Overall Project Schedule review: K. Hasting continues to work on a draft schedule.

11. Open Ended Items:

- a. **Other funding sources-Emergency Shelter and Community Block Grant:** R. Coyle reached out to Sean Shoemaker, Fire Marshal, in regards to identifying any grants available if the Senior Center was used for an emergency shelter. He has not been able to identify a specific grant program for shelters but will reach out to the local DEMHS Coordinator.

12. Citizens Comments: None

13. Adjournment: S. Nadeau motioned to adjourn. Vote was unanimously approved. Chairman Tarnowski adjourned the meeting at 8:02 p.m.

Submitted by,

A handwritten signature in black ink, appearing to read "Dawn LePage". The signature is fluid and cursive, with the first name "Dawn" and last name "LePage" clearly distinguishable.

Dawn LePage, Clerk