

Meeting Minutes of the  
Architect Review Sub-Committee for  
Thursday, April 11, 2019

In attendance: A. Santoro, C. Taylor, W. Weber, D. Price, T. Buglione. K. Seery

Meeting was called to order at 6:32, followed by the pledge of allegiance.

Bill Weber moved approval of the minutes of the April 4, 2011 meeting, seconded by Anne Santoro. Unanimous approval of the minutes as submitted.

Bill Weber moved approval of the revised QBS form, seconded by Chris Taylor. Unanimous approval of the revised form with thanks to Anne Santoro for her work in developing the form. Also, there was a discussion on the rating and weight criteria for the form. There was a consensus that there would just be a rating system and there was no need to weight each question in addition to the rating. A rating scale between 1.0 and 5.0 was agreed upon in 0.5 increments.

A review/discussion of the submitted RFQs was done. It was agreed that the following 5 firms would continue and the selection process and additional research/reference checks would be conducted on these firms: NCA, Silver/Petrucci, Jacunski and Humes, Lothrop, and Tecton. Committee members volunteered to do additional research/reference checks on the selected firms.

The next meeting of the sub-committee was scheduled for Thursday, April 18, 2019 at 6:30 PM to review and discuss the progress of the research and reference checks on the selected firms.

With no other items left for discussion, Dan Price moved to adjourn the meeting at 7:35, seconded by Anne Santoro. Unanimous approval and meeting stood adjourned.

Minutes submitted by Kevin Seery

FILED

APR 18 2019 AT 12:00 AM (PM)

*Kevin Seery*

EAST LYME TOWN CLERK