



Town of East Lyme
Minutes of the
Public Safety Architect Review Sub-Committee
Thursday, April 4, 2019 @ 6:30 p.m.
Thomas Lee Conference Room
Lower Level – East Lyme Town Hall

MINUTES

HELD IN EAST LYME
CONNECTICUT
April 4 AT 6:30 AM/PM
B. Weber ATC
TOWN CLERK

1. Call to order – The meeting was called to order at 6:32 by temporary Chair Kevin Seery
2. Pledge of Allegiance
3. Election of Chair & Vice Chair – Ann Santoro made a motion to elect Kevin Seery as the Chair of the subcommittee. The motion was seconded by Chris Taylor. There were no other nominations and Kevin Seery was elected unanimously. Bill Weber moved to elect Chris Taylor as Vice Chair. The motion was seconded by Ann Santoro. There were no other nominations and Chris Taylor was elected unanimously
4. Determination of rating and weight criteria – Discussion was had regarding the format of the QBS form. After exchanges of ideas it was agreed that Ann Santoro would review the suggested QBS forms as well as the questions in the actual RFQ to be sure that all questions and aspects were addressed in the form that will be adopted by the subcommittee. Ann said she would prepare a draft for review at the next meeting.
5. Review of RFQ's – The 9 RFQs were handed out to the members of the subcommittee present. Discussion was held and it was agreed that the subcommittee members would review each RFQ prior to the next meeting. Also, it was decided that the weighting for each question on the QBS form would be determined at the 04-11-19 meeting. It was agreed that the top 5 firms would be selected, if possible, at the 04-11-19 meeting and a list of reference questions for those firms would be finalized.
6. Future agenda items – Selection of top 5 firms and adoption of rating and weight QBS form.
7. Schedule next meeting – Next meeting scheduled for 04-11-19 at 6:30 PM at Town Hall.
8. Adjournment – Meeting adjourned at 7:30.

Minutes submitted by Kevin Seery