

School Building Committee (2020)
Regular Meeting
City Hall Room 335
100 Broadway, Norwich
Tuesday January 17, 2023
6:30 PM

Committee Members Present: Chairman Mark Bettencourt, President Pro Tem Joe DeLucia, Gregory Carabine, Peter Gauthier, Cindy Beauregard, Gregory Ballassi, William Hull, Sheila Hayes, Christine DiStasio (ZOOM) and Mark Kulos (ZOOM).

Committee Members Absent: Alderwoman Stacy Gould.

Ex-Officio Members Present: Matthew Brown (ZOOM), Bob Sierpinski (ZOOM) and Bob Castronova.

Citizens Present: None.

- I. Call to Order and Quorum:** Alderman Mark Bettencourt called the meeting to order at 6:31 PM.
- II. Approval of Previous Meeting Minutes:** Mark Kulos made a motion to approve the December 20, 2022 regular meeting minutes, with some corrections. Peter Gauthier seconded. The chairman called the roll of members present and all were in favor aside from William Hull and Sheila Hayes who abstained. The motion passed unanimously.
- III. Chairman's Report:** Chairman Mark Bettencourt reported no recent updates other than the meeting scheduled with the State Office of School Construction on January 8th was moved to January 25th. Chairman Bettencourt stated that the subcommittee developed a draft rubric scoring matrix which was sent to Bob Castronova to evaluate and make suggestions. Mark Kulos asked if the scoring method needed to be approved by the state to which Chairman Bettencourt responded it did not.
- IV. Public Comment:** None.
- V. Presentation of Draft Rubric by the Chair:** Chairman Bettencourt went through the draft rubric with the committee. Chairman Bettencourt stated the first section of scoring was an assessment of the firm's availability to submit a submittal to the state by the deadline. Chairman Bettencourt continued that sections two, three and four referred to preconstruction, construction and the

closeout phase of the project. Chairman Bettencourt stated the final sections covered assessment of the firm's history on achieving schedule and cost objectives, evidence of any special or innovative approach the Firm will use in completing the scope of services and assessment of the firm's litigation history. Chairman Bettencourt stated that rating grades ranged from 0 to 5.

VI. Discussion and Action on Rubric: William Hull stated he felt if the rubric needed to be discussed in detail it should be done in executive session. William Hull made a motion to approve the grading rubric as presented. Gregory Carabine seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

VII. Discussion and Action (if necessary) on grading process, process timeline and interviews: Bob Castranova reminded that the RFQ would close January 27th. Bob Castranova brought up the potential need to push back that date given the postponed meeting with the State. Chairman Bettencourt stated that, assuming there were not any holdups following the meeting with the State on January 25th, there would likely be files to submit from the contractors responding to the RFQ the Monday after the RFQ closes. Chairman Bettencourt stated that members could grade the firms electronically and submit their reports via email, or turn in written evaluations to Bob Castranova for record keeping. Chairman Bettencourt stated that once all scores were received a special meeting could be scheduled prior to the regular February 21, 2023 meeting to discuss evaluations. Sheila Hayes asked if the evaluations were considered raw scores until the group met again. Chairman Bettencourt responded the committee would develop a score sheet with totals from all members, but the individual score cards, including comments, would be a part of the public record, but were not subject to FOI guidelines before the process is complete. Discussion ensued regarding committee members' comments on the individual score sheets.

VIII. Anything else to be brought before the committee: None.

IX. Adjournment: William Hull made a motion to adjourn at 6:52 PM. Cindy Beauregard seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

Respectfully Submitted, Katherine Rose