

**School Building Committee (2020)**  
**Regular Meeting via ZOOM App**  
**Tuesday March 16, 2021**  
**6:30 PM**

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

**Committee Members Absent:** Kristen Talley.

**Ex-Officio Members Present:** Jamie Bender, Pat McLaughlin, Kristen Stringfellow and Mayor Peter Nystrom.

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

- I. Call to Order and Quorum:** Alderman Mark Bettencourt called the meeting to order at 6:30 PM.
- II. Approval of Previous Meeting Minutes:** Gerald Martin made a motion to approve the February 23, 2021 meeting minutes. Heather Romanski seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.
- III. Public Comment:** None.
- IV. Review of status so far:** Alderman Bettencourt stated that a calibration document with an objective scale needed to be developed in order to rate the proposals that had been received. Alderman Bettencourt explained that each member would need to rate each proposal in writing using the developed score card and then totals would be calculated. Alderman Bettencourt suggested that a working group be formed to discuss the document following the meeting. Discussion ensued on the amount of firms to interview and whether to wait until the final ratings to decide. Alderman DeLucia offered to facilitate the working group meetings.
- V. Plans for evaluations and proposals:** Alderman Bettencourt stated discussions could resume the next regular meeting after the working group developed a calibration guideline. Christine DiStasio asked if the calibration

document could be distributed once it was complete to allow other members to begin assessing the proposals. Greg Carabine made a motion to authorize a working group consisting of members Alderman Joe DeLucia, Alderman Mark Bettencourt, Gregory Ballasi, Kristen Talley and Greg Carabine to create a calibration guideline which would be used by the School Building Committee (2020) to grade proposals and to host a professional development session for instruction on how to utilize the calibration document. Alderwoman Stacy Gould seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

**VI. Additional Items:** Alderman Bettencourt stated the Committee would need to develop interview questions after receiving back the RFQs. Peter Gauthier asked if Superintendent Stringfellow could start inquiring into reschedule school tours after vaccinations are in place to which she responded for interested members to contact her.

**VII. Adjournment:** Heather Romanski made a motion to adjourn the meeting at 7:10 PM. Alderwoman Stacy Gould seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

*Respectfully Submitted, Katherine Rose*