

**School Building Committee (2020)**  
**Regular Meeting**  
**Held via ZOOM & City Hall Room 335**  
**100 Broadway, Norwich**  
**Tuesday June 20, 2023**  
**6:30 PM**

**Committee Members Present:** Chairman Mark Bettencourt, President Pro Tem Joe DeLucia (ZOOM), Alderwoman Stacy Gould, Cindy Beauregard, Peter Gauthier, Greg Ballassi, Gregory Carabine, Mark Kulos, Christine DiStasio and Shiela Hayes.

**Committee Members Absent:** William Hull.

**Ex-Officio Members Present:** Mayor Peter Nystrom, Bob Castronova, Matthew Brown (ZOOM), Pam Kinder, Mike Faenza and Jim Guiliano from CSG.

**Citizens Present:**

**I. Call to Order and Quorum:** Chairman Mark Bettencourt called the meeting to order at 6:30 PM.

**II. Approval of Previous Meeting Minutes:** Alderwoman Stacy Gould made a motion to approve the March 21, 2023 regular meeting minutes with some revisions. Cindy Beauregard seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

**III. CSG report on progress:**

- **Education Specifications:** Chairman Mark Bettencourt discussed the progress made by the subcommittee in terms of the rubric and education specifications. Mike Faenza distributed copies of the education specifications which showed the space allocation for each building over the highest eight-year enrollment period and the allowable reimbursed square footage. Mike Faenza stated 597 students was the highest eight-year projected enrollment for the two schools with 75,572 total reimbursable square feet. Discussion ensued regarding the document. Chairman Mark Bettencourt noted that Senator Cathy Osten was able to get an 80% reimbursement rate from the state for the first two schools.
- **Space determination discussions:** Discussion ensued regarding possible additions or revisions to the proposed spaces. Mike Faenza noted that some items would likely be a discussion that would occur once an architect is on board. Mike Faenza stated the Pre-K program was receiving a larger spread amongst the buildings than what is typically seen in other districts. Discussion ensued regarding size of allocation of special education space based on the revised enrollment numbers in comparison to other districts. Mike Faenza stated he was hoping to have a final copy of the specifications with building allocations in time for the next meeting so that a finalized version could be approved by the Board of Education by the time the architect is brought in. Mike Faenza stated a non-required architectural walkthrough was advertised and held on June 7th with a fair number of attendees. Mike Faenza reminded that June 28th was the final submission date for proposals. Discussion ensued regarding the project timeline.

**IV. Public Comment:** None.

**V. Scoring rubric for Architectural Services RFQ. Discussion and action:**

Chairman Mark Bettencourt stated that Peter Gauthier developed a draft rubric that was assessed and revised. Chairman Bettencourt stated the rubric weighed heavily towards experience. Alderwoman Stacy Gould made a motion to approve the Rubric for the Architectural Services RFQ. Cindy Beauregard seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

**VI. Scheduling of ratings and interviews:** Discussion ensued. A decision was made to hold a special meeting via ZOOM on July 10th to select architectural firms for interviews and that on July 11th a notification would be sent to the short list of applicants with their interview times. Bob Castronova suggested holding interview during the regular scheduled meeting on July 18th to give the firms time to prepare and the committee committed to hold the interviews on July 18th starting at 5:30PM.

**VII. Invoices for approval:**

● **CSG – (2): Invoice 3\_1432 and Invoice 3\_1431**

Sheila Hayes made a motion to approve the revised CSG Invoice #3\_1432 for \$16,169.95 for Professional Services Rendered for May 1, 2023 - May 31, 2023 in regards to the Greeneville Elementary School. Mark Kulos seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

Mark Kulos made a motion to approve the revised CSG Invoice #3\_1431 for \$15,879.33 for Professional Services Rendered for May 1, 2023 - May 31, 2023 in regards to the Stanton Elementary School. Alderwoman Stacy Gould seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

**VIII. Discussion regarding RFQ for Project Construction Manager:** Discussed within CSG report.

**IX. Anything Else to be Brought Before the Committee:** None.

**X. Adjournment:** Alderwoman Stacy Gould made a motion to adjourn at 7:55 PM. Shiela Hayes seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

*Respectfully Submitted, Katherine Rose*