

**WESTBROOK SCHOOL BUILDING COMMITTEE**

Minutes of September 27, 2018 School Building Committee Special Meeting.

**Members Present:** Chairman Pat Labbadia III, Lester Scott, Gary Gavigan, Don Perrault, Karl Heilmann and Jan Mazeau.

**Also Present:** Roger LaFleur, James Smart, and Pat Ciccone via phone.

**Call to Order:**

The meeting was called to order at 7:04 p.m. by Chairman Pat Labbadia III.

**Approval of Minutes:** No action taken.

**Chairman's Report:** None.

**Report from Consultants:**

Jim Smart of Facility Services & Engineering, Inc. was present. He stated that he had read all of the recommendations from Jan Mazeau regarding the spec information. He stated that he went to both the Daisy Ingraham School and the High School and the infrastructures are present at both schools for natural gas. Putting the fencing back around the tank at the High School will be provided for in the specs. There was discussion regarding purchasing the tanks out right or to rent them from a company. We need to decide what size tanks we want for the propane and to keep in mind that propane is the back-up fuel, not the primary. The tank at Daisy will need to be fenced and there needs to be pads in place. It will have to be decided if this will be part of the specs or we want the Department of Public Works to take care of it. The committee needs to decide what to do with the generators being removed. The decision really needs to be made by the Board of Selectmen because they are property of the Town. If voted on tonight, the advertisement can go out Next Tuesday or Wednesday. It would protect the Town if a mandatory walk-through is part of the specs because it's very important for each bidder to look at the entire site(s). It was decided to request 1000 gallon tanks and if it becomes necessary we can add an addendum for a different size tank.

Upon a motion by Lester Scott, seconded by Gary Gavigan, it was:

**VOTED:** Unanimously to approve the recommendations and specifications provided by Jim Smart of Facility Services & Engineering, Inc., subject to the modifications discussed this evening.

Upon a motion by Jan Mazeau, seconded by Lester Scott, it was:

**VOTED:** Unanimously to accept the proposed RFP supplied by Roger LaFleur of PM Resources, LLC, subject to the modification discussed this evening.

The invitation to bid will be advertised on Wednesday, October 3<sup>rd</sup>.

**Report from First Selectman:**

None.

**Report from Superintendent of Schools:**

None,

**Report from Director of Finance:**

None.

**Old Business:**

None.

**New Business:**

None.

**Approval of Bills:**

Upon motion by Lester Scott seconded by Karl Heilmann, it was:

**VOTED:** Unanimously to approve payment of \$78.84 to Kathleen Kelemen for August Secretarial duties.

**Adjournment:**

Upon motion by Karl Heilmann, seconded by Don Perrault, it was:

**VOTED:** Unanimously to adjourn at 7:02 p.m.

Respectfully submitted:

---

Kathleen H. Kelemen, Secretary