



BOARD OF SELECTMEN

Clifford J. Hurgin Municipal Center, 1 School Street
Bethel, Connecticut 06801 Telephone: (203) 794-8501

Matthew S. Knickerbocker, First Selectman
Richard C. Straiton, Selectman
Paul R. Szatkowski, Selectman

RECEIVED

JAN 11 2011

TOWN OF BETHEL
TOWN CLERK

1:54 pm *LAB*

MINUTES OF SPECIAL MEETING

Friday, January 7, 2011

2:00 p.m.

CJH Municipal Center – Meeting Room “A”

PRESENT: First Selectman Knickerbocker and Selectman Szatkowski. Also in attendance were Town Counsel Martin J. Lawlor, Town Engineer Andrew Morosky, Zoning Official Steven Palmer, Building Official Gary Boughton, Purchasing Agent Frank Ventrella, Library Board of Directors Chairman Jane Bickford, and Comptroller Robert Kozlowski.

First Selectman Knickerbocker called the Special Meeting to order at 2:00 p.m.

Consideration of Request for Proposals (RFP) – Request for Architectural/Engineering – Professional Design Services for the Seelye House Restoration and Renovation and Completion of the 2005 Library Addition:

The purpose of this meeting was a review of the proposed RFP that the Public Site and Building Committee had had prepared; all involved would like to publish the RFP as soon as practical.

Town Counsel Martin J. Lawlor offered several suggestions, including raising the insurance limits, the notation that this is subject to provisions of the Town of Bethel Charter/Code and clarification on current AIA documents.

Gary Boughton, Building Official advised that he would like to review the drawings as he believes that there would be a time and possibly cost saving benefit to this.

It was clarified that the purpose of the RFP for architectural/engineering would be to determine who was best qualified to review, design, modify, etc. the final plan projects.

First Selectman Knickerbocker offered that he would like to see that those submitting an RFP will bring forth ideas as to potential cost savings and other innovative ideas.

Frank Ventrella, Purchasing Agent offered that the advertisement for the RFP must include certain wording, i.e. Affirmative Action, Equal Rights and Opportunities wording, grants associated with the project, among other things. He also requested that the email contact information be someone more familiar with the project. It was agreed to designate Lynn Rosato's (Library Director) as the contact person.

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to approve and include the amendments as discussed and forward the amended Request for Proposals (RFP) for Architectural/Engineering to Town Counsel Martin J. Lawlor for final review before publication. Vote, all in favor, motion unanimously approved.

As there was no further business on today's agenda, First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to adjourn the Special Meeting at 2:35 p.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Wendy Smith".

Wendy Smith, Recording Secretary