

Oxford Schools Upgrade Committee

SB. Church Memorial Town Hall
486 Oxford Road
Oxford, CT 06478-1298

Meeting Minutes
October 2, 2013
S.B. Church Town Hall

The meeting was called to order at 7:06 pm by Ken Sharron, Chairman.

The Pledge of Allegiance was recited.

The following committee members were in attendance: Eric Benzon, Jeff DiIulio, John Peterson, Diamond Rosa, Ken Sharron, Bob Slie and Shannon Wolf. Others in attendance were Amy Cote, Paula Guillet and Cassidy Rosa (recorder).

Eric Benzon made a motion to approve the meeting minutes of September 18, 2013. A second to the motion was made by Shannon Wolf. The minutes were approved.

Old Business:

- The Request for Proposal for the Roof Replacement at Quaker Farms School was resubmitted by the subcommittee with the changes discussed at our last meeting. Shannon Wolf made a motion to accept the proposal with Bob Slie providing a second. The motion carried.
- Ken Sharron distributed a note from John Kerwin (not able to attend) commenting on our request for start-up funds and a large packet containing documents from another town. Bob Slie read a letter of response from George Temple regarding our request for start-up funds. The request was approved by the Board of Selectmen and forwarded to the Board of Finance. The committee will wait for their response. The document provoked much discussion with no action taken.

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New Business:

- The committee discussed the process needed to acquire an engineering firm to develop a preliminary scope using the document developed by the subcommittee. The committee decided to empower Ken Shannon to draft a letter to the architects who attended the September 4, 2013 meeting seeking a RFP/RFQ for the roof replacement. A motion to have Ken send a letter to the architects was made by Eric Benzon and seconded by Shannon Wolf. After much discussion, a motion to amend the motion to include an ad in the newspaper to attract other architects was made by Shannon Wolf and seconded by Jeff DiIulio. The amended motion carried.
- Ken Sharron reported that he had been told that two members have decided to resign from the committee. He will contact George Temple regarding the make-up of the committee requesting that the size of the committee remain at nine instead of replacing the two after they submit their resignations.
- The committee directed our new recorder, Cassidy Rosa, to contact the town's administrative assistant to fill out the necessary paperwork. Ken Sharron will put in a recommendation to hire Cassidy for the job per a request by the administrative assistant.

Eric Benzon made a motion to adjourn the meeting at 8:15 pm. The motion was seconded by Diamond Rosa. The motion carried.

Respectfully submitted,



Robert Slie
Secretary

13 OCT -4 PM 12:15
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK