

Oxford Schools Upgrade Committee

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

Meeting Minutes
October 16, 2013
S.B. Church Town Hall

The meeting was called to order at 7:04 pm by Ken Sharron, Chairman.

The Pledge of Allegiance was recited.

The following committee members were in attendance: Eric Benzon, Jeff DiIulio, John Kerwin, Diamond Rosa, Ken Sharron, and Bob Slie. Others in attendance were Amy Cote and Kassidy Rosa (recorder).

Jeff DiIulio made a motion to approve the meeting minutes of October 2, 2013. A second to the motion was made by Eric Benzon. The minutes were approved.

Old Business:

- Ken Sharron distributed the RFQ/RFP packet that he drafted for project bidders. The committee discussed the dates that they plan on having the bids in from the engineering firms. All bids are required to be in by November 15th, 2013. At the next meeting they will review the firms who would like to work on the Quaker Farms Roof job and decide who will get the job. The selected engineer(s) will then come to the December 4th, 2013 meeting to meet with the committee members. The RFQ/RFP will be posted online as well as in the newspaper.

New Business:

- After George Temple suggested that the town engineer be used for the roofing job, the committee members believed that they should still continue with their original plan to offer the job to anyone interested. Bob Sile made a motion to continue with the RFQ/RFP plan as well as offer the job to everyone. Diamond Rosa provided a second. The motion carried.

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- John Kerwin discussed that the RFP/RFQ documents should not go out until the town engineer looks at the job. He made the point that the town engineer needs to identify the issues with the roof and figure out how it will get done before any bids are placed on the job. John Kerwin made a motion to have the town engineer look at the job before anything else happens. No one made a second, the motion was not approved.
- John Kerwin further explained his thought process. Step one is clarifying that a study needs to be done on the Quaker Farms roof before any bids are placed because no engineering firms will place a bid as well as give a study for no fee to the committee. After much discussion, John made a motion to use the town engineer to assess the needs of the Quaker Farms roof condition and other issues. Eric Benzon provided the second and the motion was approved.
- John Kerwin will check with George Temple to make sure the plan to use the town engineer is feasible. Ken Sharron will put the original plan of posting the RFQ/RFP for any interested engineer firms on hold.
- Kassidy Rosa was officially hired by the Board of Selectmen and is now the committee's recorder.

Bob Slie made a motion to adjourn the meeting at 8:41 pm. The motion was seconded by Diamond Rosa. The motion carried.

Respectfully submitted,



Kassidy Rosa
Recorder

13 OCT 18 PM 2:18
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK