

# Oxford Schools Upgrade Committee

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

## MEETING MINUTES

September 4, 2013

Quaker Farms School

The meeting was called to order at 7:08 pm by Ken Sharron, Chairman.

The Pledge of Allegiance was recited.

The following committee members were in attendance: Eric Benzon, Poalo Dell'Oso, Jeff Dilulio, John Kerwin, Diamond Rosa, Ken Sharron, Bob Slie and Shannon Wolf. Others in attendance were: John Barlow, Amy Cote, Paula Guillete, Rosemary Hanson, Susan Kiernan, Brian Nesteriak and Larry Secor.

1. The minutes of the August 21, 2013 meeting were amended and approved. The motion to approve the amended minutes was made by Eric Benzon and seconded by John Kerwin. The motion carried unanimously.
2. The committee completed an exploratory walk through led by John Barlow inside and outside the building to view firsthand the issues related to the roof at Quaker Farms School. The meeting reconvened after the tour. Much discussion ensued related to the problems and the proper course of action needed.
3. The subcommittee of Eric Benzon, Jeff Dilulio and Diamond Rosa formed at the last meeting will meet to put together a preliminary proposal for consideration at the next meeting on September 18, 2013.
4. Bob Slie reported that he dropped off the letter (attached) requesting funding at the first Selectman's Office on Tuesday. John Kerwin reported that he had a conversation with George Temple who verified that he had received the letter and will process it through the proper channels.
5. Paula Guillete reported that no progress has been made regarding the hiring of a recording secretary, but the first selectman's office staff was working on it. John Kerwin will follow up on this matter.
6. Rosemary Hanson distributed and commented on an article (attached) from the New Haven Register regarding a roofing project in Derby.
7. Shannon Wolf made a motion to adjourn. The motion was seconded by John Kerwin. The motion passed unanimously. Ken Sharron adjourned the meeting at 8:20 pm.

Respectfully submitted,



Robert Slie  
Secretary

13 SEP -9 AM 9:35  
TOWN OF OXFORD, CT  
Margaret A. West  
TOWN CLERK

Minutes (amended and approved September 4, 2013)  
Oxford School Upgrade Committee  
Wednesday Aug. 21, 2013

7 p.m. Town Hall

The meeting was called to order at 7:15 pm by Shannon Wolf, Vice Chairman  
The Pledge of Allegiance was recited.

The following members were present: Eric Benzon, Jeff DiIulio, John Kerwin III,  
Diamond Matthew Rosa, Robert Slie, Shannon Wolf. Also in attendance was: Rosemary  
Hanson, Paula Guillet, and Amy Cote.

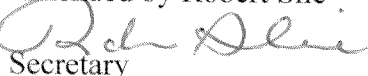
1. Minutes of 2 previous meetings on June 19, and Aug. 7 were approved.
2. Discussion was had regarding the appointment of a new Secretary. A motion was made by John Kerwin that Robert Slie be appointed the new secretary, second by Eric Benzon. All members in attendance voted in favor.
3. A motion was made by Robert Slie to have the September 4, 2013 meeting at Quaker Farms School, second by Diamond Rosa. All members in attendance voted in favor.
4. Discussion was had regarding whether Nafis & Young should be asked if it would like to attend the September 4, 2013 meeting and walk thru at Quaker Farms School for possible recommendations. It was discussed that John Kerwin will meet with George Temple regarding Nafis & Young and seek his input regarding an Engineer. John will advise us of his findings at the next meeting.
5. A motion was made by John Kerwin that the Committee will ask the Board of Selectman to appropriate \$20,000.00 for the expenses associated with marketing, engineering, RFP's, Bid Specs., and hiring a recording secretary. The motion was second by Robert Slie. All members in attendance voted in favor.
6. A motion was made by Eric Benzon to form a subcommittee comprised of Eric Benzon, Diamond Rosa, and Jeff DiIulio for the purpose of formulating a Scope of Work, second by Robert Slie. All members in attendance voted in favor.
7. The subcommittee will prepare and present a scope of work to the Committee at the September 18, 2013 meeting.
8. Discussion was had regarding preparing a letter to the Selectman concerning the request for appropriation of funds and language necessary to facilitate the application for state reimbursement. Robert Slie will prepare a letter for funds. John Kerwin to assist him.
9. A motion was made by John Kerwin to adjourn the meeting, second by Diamond Rosa. All in favor, motion carried. The committee adjourned at 8:45 pm


Respectfully submitted,

Shannon Wolf

Vice Chairperson

Amended by Robert Slie

  
Secretary

13 SEP -9 AM 9:35  
TOWN OF OXFORD, CT  
  
TOWN CLERK