



# Town of Griswold

28 Main Street  
Griswold, CT 06351



**Board of Selectman  
Special Meeting  
Friday, July 17, 2009  
Town Hall Meeting Room  
9:30 am**

## MINUTES

- 1. Call to Order:** P. Anthony called the meeting to order at 9:30 am.  
**Members Present:**  
Philip Anthony, First Selectman  
Steve Mikutel, Second Selectman  
Anne Hatfield, Third Selectwoman  
**Also Present:**  
Kathy Maxwell, Director of Finance  
Keleigh Baretincic, Recording Secretary
- 2. Action to approve the Guaranteed Maximum Price for the Griswold Elementary School Building Project:** K. Maxwell explained that a fund transfer would be needed prior to the Board of Selectmen (BOS) approving the Guaranteed Maximum Price for the Griswold Elementary School Building Project. **MOTION:** A. Hatfield motioned and was seconded by S. Mikutel to table this item. There was no discussion. All in favor; **motion carried.**
- 3. Action to award the Senior Center and Town Hall roof contracts:** T. Babbitt was present and detailed the bid process and his choice for going with the 2<sup>nd</sup> lowest bidder. It was discussed that the lowest bidder should be disqualified due to failure to meet the qualifications set forth in the RFP; including no license information provided no product guarantee and no proof that the installers would be certified. The BOS discussed at length the process of how the bids were sent out, received and reviewed by them prior to decision making. A. Hatfield requested that the BOS receive all bid documents, including: the RFP prior to it being advertised and complete bid packages of all bids received. K. Baretincic asked that the BOS set a policy on what they would like to receive and a consistent bid protocol to follow and noted that all bid discussion be included on the agendas for discussion. S. Mikutel suggested that judgment be used by employees when high volumes of bids are received. P. Anthony would like the RFP's added to BOS agenda's to insure a consensus can be reached if the BOS chooses to review the RFP's prior to their advertisement and that since the formal request was made; the BOS will receive all documents pertaining to bids. The BOS stated that the RFP's could go onto their agenda's for approval prior to being advertised. **MOTION:** S. Mikutel motioned and was seconded by A. Hatfield to award the Senior Center and Town Hall roof contracts to Shoreline Home Improvement LLC for both buildings. A. Hatfield noted again for the record that she would like more information in the future regarding bid packages. There was no further discussion. All in favor; **motion carried.**
- 4. Adjournment:** S. Mikutel motioned and was seconded by A. Hatfield to adjourn. There was no discussion. All in favor; motion carried. P. Anthony adjourned the meeting at 10:10 am.

**Respectfully Submitted,**

**Keleigh Baretincic  
Recording Secretary**



# Town of Griswold

28 Main Street  
Griswold, CT 06351



**Board of Selectman  
Special Meeting  
Friday, July 17, 2009  
Town Hall Meeting Room  
10:05 am**

## MINUTES

1. **Call to Order** P. Anthony called the meeting to order at 10:11 am.

**Members Present:**

Philip Anthony, First Selectman  
Steve Mikutel, Second Selectman  
Anne Hatfield, Third Selectwoman

**Also Present:**

Kathy Maxwell, Director of Finance  
Keleigh Baretincic, Recording Secretary

2. **Action to transfer funds from the Griswold Middle School Construction Project to the Griswold Elementary School Construction Project:** K. Maxwell explained that the savings from the Middle School Project (coming in under the GMP approved for that project) needed to be transferred to the Elementary School Project to cover costs associated with the geothermal heating and solar energy efficient heating and cooling systems. **MOTION:** The following resolution was motioned by S. Mikutel and was seconded by A. Hatfield:

**RESOLUTION AUTHORIZING THE TRANSFER OF \$1,850,000 FROM THE MIDDLE SCHOOL RENOVATION AND EXPANSION ALLOCATION TO THE ELEMENTARY SCHOOL**

Whereas by referendum held 20, 2007 the Town of Griswold approved a \$70 million appropriation and bond issuance resolution (the "Resolution") for the replacement of the Griswold Elementary School and the renovation and expansion of Griswold Middle School;

Whereas the Resolution originally allocates \$35.8 million to the Elementary School and \$33.9 million to the Middle School;

Whereas the Resolution authorizes the Board of Selectmen to reallocate funds between projects from time to time in order to complete the projects in accordance with the improvements contemplated by the Resolution;

Whereas the Middle School project has been put out to bid, contracts for its construction entered into, is approximately 50% complete;

Whereas the contracts and expected costs to complete the Middle School are expected to be less than the \$33.9 million originally allocated in the Resolution, and after completion of the Middle School an excess of not less than \$1,850,000 will remain in the original Middle School allocation and is not necessary to complete the Middle School;

Whereas the Elementary School will benefit from the installation of a geothermal energy system, and it's installation will require funds in addition to the original Resolution Elementary School allocation;

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF SELECTMEN OF THE TOWN OF GRISWOLD

The sum of \$1,850,000 is reallocated from the Middle School Project to the Elementary School Project resulting in an allocation for each project as follows: Middle School \$32,050,000; Elementary School \$37,650,000.

There was no discussion. All in favor; **motioned carried.**

**3. Action to approve the Guaranteed Maximum Price for the Griswold Elementary School Building Project: MOTION:** S. Mikutel motioned and was seconded by A. Hatfield to approve the Guaranteed Maximum Price for the Griswold Elementary School Building Project as recommended by the School Building Committee. S. Mikutel noted that the BOS had done the same thing with/for the Middle School Project. There was no further discussion. All in favor; **motion carried.**

**4. Adjournment** S. Mikutel motioned and was seconded by A. Hatfield to adjourn. There was no discussion. All in favor; motion carried. P. Anthony adjourned the meeting at 10:25 am.

**Respectfully Submitted,**

**Keleigh Baretincic**  
**Recording Secretary**