



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Meeting Minutes

Special Meeting

Senior / Community Center Architectural Selection Committee
May 20, 2015 at 8:00 A.M. in the Town Hall Main Meeting Room
Subject to approval

Chairman Ostop called the meeting to order at 8:00 a.m. in the Main Meeting Room
In Simsbury Town Hall.

Present: Ostop, Roy, Shea, LaCours-Beck, LaMontagne, Murnane, Beinstein

Absent: None

Guests: None

1. Minutes – May 6, 2015

Chairman Ostop asked the committee if they had reviewed the meeting minutes from May 6, 2015 and if there were any corrections or changes required. LaMontagne said that Kathy Marschall was not in attendance at the meeting. Correction was noted by Shea.

Roy moved, LaCours-Beck seconded, and there was a unanimous vote to accept the Minutes of May 6, 2015 with the suggested revisions.

2. Public Audience – There was no one present from the public

3. Review of Submitted Qualifications

Chairman Ostop suggested to the committee that each committee member provide the recommendation for their top five qualification submissions from the architectural teams. Shea was asked by Chairman Ostop to record the results of these recommendations.

A discussion was initiated by the committee on what architectural teams should be eliminated from further consideration. The firms that had no votes or one vote from the committee members as a top five qualification submissions was eliminated from further consideration. The committee had further discussions on the number of first, second, and total votes that the remaining firms received from the committee. The committee established a list of 5 firms that would be contacted for follow-up interviews.

Chairman Ostop recommended the interviews be scheduled at a location and time that is convenient to the senior citizens. Beinstein asked how we could also accommodate other residents given their work

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schedule. Ostop asked if a Saturday should be considered for the interviews. The committee agreed that a Saturday would not be convenient for the general population in consideration of other activities.

It was agreed to schedule interviews with the five shortlisted firms on June 24th at 6:00 p.m. Shea said he would verify availability of the room at the Library for the meeting. Ostop said that the committee should provide questions to him for consideration as part of the interview process. Ostop said that the committee should agree on questions to be provided in advance to the firms to be interviewed. Ostop said the firms to be interviewed should also bring the architect that will be the primary point of contact for the project along with key subconsultants to the interview. A second round of interviews was also discussed as a possibility if the committee decided that this is necessary prior to making a recommendation to the Board of Selectmen.

4. Public Outreach Strategy

Chairman Ostop suggested that a public outreach meeting should be scheduled to gather input from the public on the questions that should be considered by the committee for the interviews. Shea spoke about the public involvement plan that was prepared for the Town Survey. Shea said that an outreach plan that included some of the aspects of this plan should be utilized to get the word out to the public. A tentative date of June 10th, 2015 was suggested for this meeting at 4:00 at the Library Program Room. Shea said he would verify availability of the room for the meeting. Ostop said that all or some of the committee would listen to the questions raised at the public outreach meeting and consider these questions along with the committees' questions as part of the interview process. Shea said that information provided for the updated Town Survey may also be available to consider for developing questions as part of the interview process.

5. Old Business

There was no old business to discuss.

6. New Business

There was no new business to discuss.

7. Adjourn

The meeting was adjourned at 9:10 a.m. on a motion by LaCours-Beck, a second by Mr. Roy and a unanimously favorable vote.

Sincerely,

Richard Ostop
Chairman