

Harwinton House Committee

Minutes of Meeting

October 17, 2012

The regular meeting of the Harwinton House Committee was held in the west meeting room of Town Hall on Wednesday, October 17, 2012.

After establishing a quorum chairman Roger Plaskett called the meeting to order at 7:01 PM. Present were Roger Plaskett, Peter Thierry, Tom Schoenemann, Charlie Kirchofer, Tom Rotondo, Carole Romano, Nancy Schnyer and Larry Connors. Also in attendance was Dick Pacholski representing Harwinton Historical Society.

Minutes of the October 2nd meeting were approved on a motion by Peter and second by Tom Rotondo.

Dick Pacholski reported Harwinton Historical Society has received \$3,430 from its recent mail appeal, \$740 marked for the Harwinton House project and most of it for either our project or HSS. Nothing new from the Interiors Committee of HSS.

During discussion on the proposals and procedures for reviewing and ranking them, Roger reported a communication from Brian Dunbar stating he favors interviewing the bidders. Tom Rotondo pointed out the lowest bid had a significant exclusion, two were in the \$20,000 range where our expectations were, and one was too high. He favors interviews with the apparent competitors. Further discussion helped to focus the idea of interviews.

The five proposals were reviewed. Tom Rotondo motioned that we eliminate Silver Petrucelli as too expensive and invite the other four firms to an interview. Tom Schoenemann seconded and the motion passed.

Roger made a motion that we conduct interviews for the four low bidders, all in the same meeting, limiting each to twenty minutes, scheduling them every thirty minutes, each to have free presentation time plus answering our questions, which will be the same for each bidder; each committee member to rank each bidder as they present and after all have presented we will total points and recommend the point winner to the Selectmen. Larry seconded and approval was unanimous.

Subsequent discussion suggested any bidder whose proposal is deemed incomplete or unclear will be asked to clarify the issue during the interview. Tom Rotondo will contact the bidders to invite them and point out any data shortcomings. Roger will update our scoring sheets to reflect

our discussion. Brian, Tom Rotondo, Charlie and Larry will develop possible interview questions and bring them to the full committee prior to the interviews.

Our next scheduled meeting being election night and the following one the eve of Thanksgiving, it was decided to cancel those meetings and schedule one for Tuesday, November 20, 2012 at 6:45 PM, allowing us time to choose questions to be used during the interviews, which will begin at 7PM. Roger will make the necessary notifications of meeting changes.

Upon motion by Nancy and second by Peter the meeting was adjourned at 8:02 PM.

Submitted by Larry Connors, Secretary

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