

Harwinton House Committee

Minutes of Meeting

September 19, 2012

The regular meeting of the Harwinton House Committee was held in the west meeting room of Town Hall on Wednesday, September 19, 2012.

After establishing a quorum chairman Roger Plaskett called the meeting to order at 7:02 PM. Present were Roger Plaskett, Peter Thierry, Brian Dunbar, Nancy Schnyer, Tom Schoenemann, Charlie Kirchofer and Larry Connors. Also in attendance were Bonnie Andrews and Dennis Andrews representing Harwinton Historical Society.

Minutes of the August 15 meeting were approved on a motion by Peter and second by Brian.

Under correspondence, Roger reported there has been no reply yet to his letter to Mrs. York. He plans to attempt to contact the York family through Mrs. York's son Jerome.

In good news, Roger reported we have finally received \$80,583 in disbursement from the STEAP grant.

We have given up trying to obtain the original A-2 survey from Steven Cotton and it is included in the RFP for the project.

The Harwinton House Restoration Fund currently stands at \$25,615 officially. More donations have been received by Harwinton Historical Society and it is anticipated those funds will eventually be transferred to the Town for our project. Roger exhibited the latest draft of a thank you card planned for acknowledging donations sent directly to the Town. On motion by Larry and second by Tom it was approved with spelling modifications.

There have been no new expenditures.

The Historical Society recently stuffed 2800 envelopes with an appeal to all townspeople for donations to the project and/or their regular operating costs. Money has been received but no formal accounting is yet available. Bonnie presented a wish list from HSS Interiors Committee of floor space recommendations and uses. Discussion suggested the recommendations were likely more spacious than can be done but the opinion of the Committee will be helpful and respected wherever feasible.

Roger reported he and Tom Rotondo prepared 18 multi-page packages also containing a DVD of explanatory pictures for potential responders to our RFP. Today's deadline for responses has produced only three replies that remain unopened and will remain so until our next meeting by

agreement of the members. Roger presented a document from DECD regarding selection procedures but there were concerns regarding wording, definitions and whether the procedures are mandatory. Roger will forward the following questions to Mike Criss for clarification before next meeting:

- Can we use our own ranking sheet that we previously developed?
- Does DECD have to approve our RFP, the information package, and our rankings, and if so, can it be done after the fact?
- Must we allow 30 days for response to the RFP or can we allow a “sufficient time” as stated in the procedures document, as receipt of proposals is evidence that the time we allowed is sufficient?

As stated above, all members were in agreement to wait until next meeting to open the proposals so they remained sealed as received. In the meantime, members were encouraged to think about developing procedures for opening, ranking and recommending the proposals. Roger will add this subject to the next meeting agenda.

Upon motion by Nancy and second by Peter the meeting was adjourned at 8:06 PM.

Submitted by Larry Connors, Secretary

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TOWN CLERK