

# **Harwinton House Committee**

## **Minutes of Meeting**

**June 4, 2012**

The regular meeting of the Harwinton House Committee was held in the Meeting Hall of Town Hall on Monday, June 4th, 2012.

After establishing a quorum chairman Roger Plaskett called the meeting to order at 7:00PM. Present were Roger Plaskett, Peter Thierry, Carole Romano, Brian Dunbar, Tom Rotondo, Nancy Schnyer, and Larry Connors.

Minutes of the May 21st meeting were approved on a motion by Tom and second by Peter. Larry was appointed scribe for the meeting.

There has been no feedback from the Selectmen regarding our recommendation of Tom Schoenemann and Charles Kirchofer to fill the two vacancies on our committee. Roger will follow up with Michael Criss.

Correspondence with Candace Jones-Pacholski regarding a possible Thomaston Savings Bank grant produced emails and a question about what specific expense might be named to request the grant. Larry is to discuss this further with Candace.

Regarding the budget revision, we have received approval of the budget revision at the Selectmen's office. Roger will now execute the required form to seek actual reimbursement.

Roger reported the RFP went out from the Selectmen last Wednesday. We do not know its distribution. No members have seen it in the newspaper yet.

After considerable discussion and suggestions a scoring matrix for evaluating the proposals we expect from engineers was passed. A copy of it is attached and is a part of these minutes. Roger will forward it to Mike Criss and will inform Mike of our desire to be the evaluating committee.

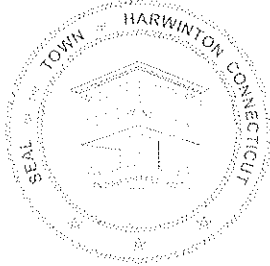
Larry presented a rough footprint of a possible salt box addition to the House incorporating a lavatory, kitchenette office and stairway down. We decided the stairway might be redundant given the existence of a stairway down in the old building. Brian will ask Craig Chasse to extend the existing roofline over the planned salt box addition in order to define the length of the addition. That will then be used as the building footprint for the engineering firm to be selected.

We discussed whether there is need for our next scheduled regular meeting. It is currently scheduled and will be held unless subsequently changed. If it is not held, there should be email preparation for the July 2 meeting as that is the day responses to the RFP are due and that should occupy the meeting. In that case copies of the final RFP should be emailed to members in preparation.

The meeting adjourned at 8:23 PM.

Submitted by Larry Connors, Acting Scribe

A handwritten signature in blue ink, reading "Lawrence M. Connors". The signature is written in a cursive style with a large initial "L" and a distinct "M".



**"HARWINTON HOUSE" PROJECT  
ENGINEERING / SITE PLAN  
PHASE  
ENGINEERING FIRM SELECTION  
SCORING SHEET**



**Name of Responding Firm:** \_\_\_\_\_

**Date Proposal Received:** \_\_\_\_\_

DESCRIPTION	HIGHEST POSSIBLE SCORE	REVIEWERS RATING
Proposed Approach Scope Of Work Including Time Lines	25	
Engineering Experience In Like Projects	10	
Key Staff Assigned Including Resumes	10	
Proposed Fees	50	
Experience With DECD Deliverables	5	
Total	100	

Name of Reviewer \_\_\_\_\_

Date \_\_\_\_\_