

## BOARD OF SELECTMEN SPECIAL MEETING

March 22, 2011

A special meeting of the Board of Selectmen was held on Tuesday, March 22, 2011 at CT Department of Economic and Community Development (DECD) - 505 Hudson Street, Hartford CT.

Members present were First Selectman Frank Chiaramonte, Selectman Christina Emery and Selectman Michael Criss.

Attendees: Roger Plaskett, Harwinton House Building Committee Chairperson

DECD Officials: Sheila Hummel, Sheryl Pearson, William Frederick and JaCinta Frazier

### **Call to Order**

Mr. Chiaramonte called the meeting to order at 1:35 PM in Room 355 of DECD offices. All attendees introduced themselves.

### **Discussion of Harwinton House Grant and Project**

Ms. Hummel explained that OPM approved a \$150,000 STEAP grant for the disassembly, transportation, site preparation, and reassembly of the Harwinton House.

DECD and Town officials discussed the following required project documents relating to the Harwinton House Project:

DECD Waiver Agreement – Mr. Frederick explained that DECD requires a public bidding standard for projects over \$100,000. The Town of Harwinton obtained two quotes, with comparable bids (\$69,500 and \$75,000). According to Mr. Frederick both are detailed with comparable scope of services and prices. Due to the urgency of this project and the fact that there are not many qualified bidders for this type of historic property, DECD granted the Town a waiver for the bid requirements.

Mr. Criss questioned that the two bids were comparable since one bidder did not visit the site and had less detail. Mr. Frederick responded that the scope of services was similar and that both firms are experienced with historic dismantling.

Town's Procurement Procedures – Mr. Chiaramonte explained that Town normally requires three bids, and made efforts to obtain as many as possible.

Owner's Agreement - Mr. Chiaramonte informed DECD that the Town has a written agreement with the owners regarding donation of the historic house. It has not yet been executed pending approval by DECD on the waiver.

Foundation and Site Plan – Mr. Frederick asked the Town for an update on plans for site preparation and a potential location. Mr. Plaskett explained that Phase II of the project involved a Feasibility Study to find a suitable location for the House to ultimately be used as a museum for the Historic Society.

Confirmation of Storage – Ms. Hummel explained that state funds could not be used for storage and asked the Town about their storage plans. Mr. Plaskett indicated that private funds from the Harwinton Historic Society could be used for this purpose. Further clarification on the definition of transportation and storage needs to be obtained from OPM.

Preliminary Cost Estimate – Ms. Pearson requested a preliminary cost estimate so that DECD could move forward with preparing a proposal and financial assistance agreement. Mr. Plaskett indicated that the Building Committee was researching the cost and that a budget will be developed. He also indicated that due to the fact that the house was placed on the State Register of Historic Properties, other preservation grants may become available. The Historic Society has also committed to \$50,000 toward the project.

Time Schedule – The group discussed a tentative three-year projected schedule for dismantling, moving, and reassembling historic house.

The following next steps were discussed:

- Town submits above discussion item documents (excluding DECD waiver)
- Documentation of proposed additional funds
- Project Financing Plan and Budget
- Financial Assistance Proposal
- Assistance Agreement

All parties agree to get above items completed prior to the May 14<sup>th</sup> demolition deadline. DECD affirmed that the Town could move forward with accepting the house and starting the disassembly process.

Ms. Emery inquired about coordination with SHPO (State Historic Preservation Officer), DECD indicated that the Town should consult with SHPO soon. There was a general discussion about the condition of the home.

### **Adjournment**

With no further business, the meeting was adjourned at 2:30 PM.

Minutes Submitted by:

\_\_\_\_\_  
Christina Emery

Approved by:

\_\_\_\_\_  
Francis J. Chiaramonte, First Selectman

\_\_\_\_\_  
Christina Emery, Selectman

\_\_\_\_\_  
Michael Criss, Selectman