

Town of Sherman
Sherman Senior Center Building (Advisory) Committee
Special Meeting
Mallory Town Hall
March 10, 2026
7:00PM

Present: Carol Sperling, Vice Chairperson; Joel Bruzinski; Frank Barta; Don Lowe; Nelson Fall; Joan Laucius; Laura Jagodzinski; Andrea Maloney; Jim Best

Absent: Karen Cardillo; Dave Seegers; Bob Ostrosky

Invited & Audience: Suzette Berger, Kim Thomson

Clerk: Nicole Zegley

Call to Order: Carol Sperling called the meeting to order at 7:01PM.

Approval of Minutes:

Carol Sperling requested a motion to approve the minutes from February 10, 2026.

Motioned By: Don Lowe

Seconded By: Jim Best

All in Favor: Unanimous

Carol Sperling requested a motion to approve the minutes from February 24, 2026.

Motioned By: Don Lowe

Seconded By: Joel Bruzinski

All in Favor: Unanimous

Carol Sperling explained that there was an issue with the minutes.

Don Lowe stated that he did not have a problem with the minutes.

Laura Jagodzinski spoke on behalf of Karen Cardillo, who had expressed to her that the RFP vote was not unanimous.

Don Lowe explained that there was a vote on whether to retain Maura (the architect) or go out to RFP, when the vote was taken. The clerk and several committee members all saw a unanimous vote.

Joel Bruzinski stated that since this is a municipal project, when these meetings are run there needs to be clear communication by the person running the meeting. These meetings are not video recorded and proper voiced voting stating the number of "nays" and "yays" and whether a vote was unanimous, needs to be made. In the future, if there

is a problem with the minutes, it needs to be addressed at the meeting, that is the purpose of the agenda item. They cannot be changed via email request. Carol Sperling asked if Joel Bruzinski was requesting to table the item and vote at the next meeting.

Joel Bruzinski didn't feel that it would change anything and clarified that he meant that minutes should be tabled in emails discussed at a future meeting.

Joan Laucius suggested tabling the item since Karen was not present at this meeting and was the one who had brought up the issue.

Don Lowe made a motion to table the minutes from February 24, 2026.

Motioned By: Don Lowe

Seconded By: Joel Bruzinski

Jim Best expressed concern that if the vote in the minutes are in question, should the committee be discussing the RFP.

Don Lowe suggested tabling the minutes for further discussion, but have a showing of hands to see if the majority would permit them to continue working on the RFP.

Joan Laucius clarified that the problem was with the minute, but with the voting results (not unanimous), not whether or not the motion passed. The majority voted to go to RFP.

Jim Best asked why this needed to wait another month.

Joan Laucius explained that it was because not all members were present.

Don Lowe requested a show of hands in favor of RFP (which was a majority)

Jim Best suggested having a vote tonight expressing that it was a majority and not unanimous.

Joel Bruzinski made a motion to amend the section of the February 24, 2026 Special Meeting to remove the word unanimous and add the words "Passed by Simple Majority".

Motioned By: Joel Bruzinski

Seconded By: Jim Best

All in Favor: 8 In Favor; 1 Abstained

Discussion and Vote of Karen Cardillo Remaining as Chairperson:

Don Lowe clarified that the agenda item should read Election of Officers to elect a Chairperson and Vice Chairperson.

Don Lowe made a motion to elect Karen Cardillo as Chairperson of the Senior Center Building Committee.

Motioned By: Don Lowe

Seconded By: Joel Bruzinski

All in Favor: Unanimous

Don Lowe made a motion to elect Carol Sperling as Vice Chairperson of the Senior Center Building Committee.

Motioned By: Don Lowe

Seconded By: Joel Bruzinski

Carol Sperling was not interested in being Vice Chairperson and passed it to another member.

Joel Bruzinski made a motion to elect Joan Laucius as Vice Chairperson of the Senior Center Building Committee.

Motioned By: Joel Bruzinski

Seconded By: Don Lowe

All in Favor: Unanimous

Don Lowe withdraw his motion to elect Carol Sperling as Vice Chairperson of the Senior Center Building Committee.

RFP for Architect Discussion:

Carol Sperling explained that Karen Cardillo had given her a list of questions to be discussed. The first being, where to send the RFP's.

Joel Bruzinski explained that RFP's would be put on the town website, state portal and firms that have previously been contacted.

Don Lowe clarified that any firm that had previously been interviewed can be contacted with the new RFP.

Carol Sperling asked the next question of when the RFP's should be sent out.

Don Lowe suggested making a subcommittee to get most of the RFP written before it goes to the town attorney, which will save some money.

Joan Laucius inquired if Don Lowe had met with Dave Seegers after the last meeting.

Don Lowe explained that several committee members met together, but nothing was written.

Joel Bruzinski added that a "boiler plate" legal document was put together, but the description of the Senior Center project was missing. The suggestion is to attach everything that Laura had provided to the RFP.

Laura Jagodzinski asked what the term “boiler plate” referenced.

Joel Bruzinski clarified that it was insurance and reference requirements.

Laura Jagodzinski for clarification called it an RFP for an architect drafter boiler plate. Also for the record stated that “Laura’s documents” are not hers, but rather a collection of documents that she put together for informational purposes.

Don Lowe added that all of those documents are very helpful.

Andrea Maloney said that the goal is to clarify the requirements and constraints for anyone bidding.

Don Lowe explained that he would like to remain on the subcommittee since he has done some of the work to date, but has questions and would like another member who has a better understanding of RFP’s on the subcommittee.

Jim Best added that the RFP program needs to be concise for the architect to avoid assumptions being made and pricing increases. The more precise the program is, the more precise the bids will be.

Joel Bruzinski suggested Jim Best, Andrea Maloney, Don Lowe, Nelson Fall, Bob Ostrosky all for their personal expertise in certain areas

Andrea Malone said she can define everything as it was laid out in the RFP and look it over before going to the attorney.

Don Lowe suggested meeting at 7pm on March 16 for a special meeting.

Jim Best suggested adding Dave Seegers to the subcommittee and Joan Laucius offered to reach out to him.

Jim Best mentioned that the document that Don Lowe received from Tim at the school, was licensed to the AIA and copyrighted.

Laura Jagodzinski added that the committee needs to decide what goes in the RFP, that there was no reason to include the contract. She explained that AIA has a standard contract for architectural services using a construction manager that doesn't need to be paid for. The RFP is also not the legal document for the contract.

Don Lowe will look into whether or not the meeting needs to be warned. He also inquired if the committee would like another meeting before being brought to the attorney.

The committee collectively agreed that they should all see it before it goes to the town attorney.

Andrea Maloney said Monday's meeting at 7PM should be warned as a workshop and then the following meeting will be warned as a Special Meeting on Wednesday at 7:30PM to discuss the RFP before it goes to the attorney. The committee was in agreement.

Don Lowe said the agenda item should read that it is to review the RFP.

RFP for Architect Next Steps:

Carol Sperling continued the meeting with Karen Cardillo's question regarding the number of RFP's the committee will be looking for.

Laura Jagodzinski clarified that the old RFP reads a minimum of four responses.

Carol Sperling asked if Laura Jagodzinski had an interview criteria.

Laura Jagodzinski responded that she did but it doesn't match what is in the RFP.

Andrea Maloney said it could be revised after they have the RFP.

Don Lowe explained that their matrix may be unique and contain special questions.

Laura Jagodzinski inquired as to what was special about it.

Don Lowe said they will be looking for an architect that would be willing to work within their parameters as they already have a set budget. The committee's questions need to be tailored towards that clear understanding.

Laura Jagodzinski added that the committee needs to be specific with what they want from the schematics and final design, RFP should state that.

Jim Best inquired if the project had to start over.

Laura Jagodzinski said it shouldn't because they have the drawings.

Andrea Maloney and Joan Laucius both stated that Maura (former architect) wanted \$30,000-\$40,000 for her drawings. Andrea mentioned that she understood that Karen Cardillo had spoken with the attorney and the drawing still belonged to Maura.

Jim Best explained that he thought the attorney said it could go either way, but would be a legal fight.

Don Lowe stated he would do further research into Maura's contract and contact the attorney tomorrow.

Carol Sperling conveyed Karen Cardillo's next question, should Hawley be involved in the interviews.

Don Lowe's response was yes.

Carol Sperling asked will Maura's drawing be used in the RFP and if it isn't, it needs to be removed from the website.

Joel Bruzinski verified that it was taken down from the site, but the flyer was still listed

Jim Best for clarification on what the RFP will be asking for, construction documents or a new building.

Laura Jagodzinski said that all of the pre-referendum work has been completed.

Don Lowe stated that he will let everyone know tomorrow what the attorney says.

Jim Best and Laura Jagodzinski discussed the AIA template, Article 7 and Breach of Contract.

Joel Bruzinski - Update on Email Accounts:

Joel Bruzinski explained that everyone on the committee needs to have an @ShermanCT.gov email address and should not be using a personal account. If one is needed, Joel asked that they reach out to him personally, and an IT person will walk members through setting them up accounts.

Andrea Maloney added that when a group of members "replay all" in emails, it is considered an illegal meeting. Contact members individually on the phone would be the best method.

Public Comment:

Suzette Berger spoke on behalf of the Friends of the Senior Center and Pat Werme stepping down. If anyone is interested, there is an available opening.

Adjournment

Carol Sperling adjourned the meeting, seconded by Joel Bruzinski, at 7:50PM.