

Winchester Board of Education

Type of Meeting: Hinsdale Renovation Committee Meeting Minutes

Date: July 30, 2018 @ 6:00 p.m.

Location: Town Hall – Blue Room

Meeting Facilitator: Steven Frazier, Chair

Dave Carter, Vice Chair

Invitees: M. Bird, M. Shanley-Brady, D. Denning, R. Geiger, M. Hintz, N. Kelly, N. O’Dea, C. Perez, D. Pfenninger, M. Ruzbason, T. Sandonato, B. Stratford, and S. Vaill

- I. Call to order – 6:02 PM
- II. Roll call – Melissa B., Nancy OW, Norman K, Tony S, Doug P, Michelle H, Melony BS, Steve V., Steve F. Bob G., Dave C.
- III. New Business
 - a) Review RFP Draft
 - b) Mr. Frazier instructed the team to review the document.
 - c) All questions that arise during the bid process will be directed to Mr. Frazier.
 - d) Discussion took place regarding timing with bid dates and completion goals.
 - e) August 10 – 2:30 PM – Walkthrough
 - f) Questions Due by Friday, August 31, 2018
 - g) September 17th – Next Meeting – Agenda – Develop Interview Questions and Review Bids
 - h) September 10th Monday – Bids Due
 - i) Monday, September 24 and Tuesday, September 25– Architects to be interviewed
 - j) Friday, September 28 – Selection Announcement
 - k) Friday, November 16 – Architect Completion
 - b) Melissa and Bob to research and report out for next meeting on Referendum Timeline.
 - c) Research must be done regarding the potential permanent closure of the water access door in the basement of Hinsdale.

IV. Adjournment – 7:21 PM

V. Next Meeting -