



**Town Building Committee for BRS Capital Projects**  
**Friday, March 17, 2023** (hybrid meeting, virtual and in-person participation)

**Meeting Minutes**

The following committee members were present: Sheila McCreven (BOS), Jeff Hughes (WBOE), Donavon Lofters (BOF). The following were also present: Tony Genovese (Town Administrative Officer and Director of Finance), Lynn Piascyk (WBOE Chairman), Vonda Tencza (WSD Superintendent), Donna Coonan (WSD Director of Business Services and Operations), Andrea Weinstein (REC Chairman), Dwight Rowland (BOF and chairman of the TBC for Center Building Renovation).

Chairman Sheila McCreven called the meeting to order at 8:30am.

On a motion by Jeff, seconded by Donavon, the committee voted unanimously to approve the previous meeting's minutes.

The committee agreed that the elements of the project addressing the pool should be separated from the current scope of work, as the immediate repairs have now been authorized by the BOS and will be undertaken over the summer. The BOS may then prefer to handle future pool needs in a process separate from the current BRS project, as the timing may differ. Reassessment of the pool could be considered after immediate repairs are completed and alongside any recommendations arising from the WBOE's ad hoc committee considering future space needs at BRS.

The committee reviewed aspects of the draft RFQ and provided direction for further edits. Dwight assisted the committee by providing advice based on his work with the TBC for the Center Building Renovation, which utilized a similar 5-phase approach to describing the scope of work for that project's RFQ.

The committee also considered the timeline and planning requirements for the RFQ process and selection of recommended bidder, and requested that staff also incorporate these potential dates into the final draft of the RFQ. The committee will schedule a meeting for the week prior to the next BOS meeting to review the updated draft so the final RFQ can be approved for action by the BOS in April.

On a motion by Sheila, seconded by Donavon, the committee voted unanimously to adjourn its meeting at 9:10am.