



**Town Building Committee for BRS Capital Projects**  
**Thursday, April 6, 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), and Dwight Rowland (BOF and chairman of the TBC for Center Building Renovation).

Chairman Sheila McCreven called the meeting to order at 8:40am (delay due to technical difficulties).

Previous meeting's minutes were not available so the committee agreed that approval will be tabled until the next meeting.

The committee reviewed aspects of the revised draft RFQ and thanked the staff for incorporating the previous meeting discussion in preparing this version.

Dwight again assisted the committee by providing advice based on his work with the TBC for the Center Building Renovation and reviewed some fine-tuning suggestions to improve the RFQ. The committee agreed to these edits and requested that staff incorporate these approved details, as well as updated timeline dates, into the final document.

Based on the text changes discussed, on a motion by Jeff seconded by Donavon the committee voted unanimously to approve the final RFQ document to be recommended for action to the BOS.

The committee will schedule its next meeting for Thursday, April 20 at 8:30am.

On a motion by Jeff, seconded by Donavon, the committee voted unanimously to adjourn its meeting at 9:00am.