

Stafford School  
Roof Replacement Committee  
Special Meeting June 20, 2019

Present: Mary Fortier, John Friemouth, Karen Hintz, Kristin Irvine, Mike Lamothe, Justin Mauldin and Andrew Wood

Also Present: Timothy Callahan and Roger Rousseau

Excused: Tamysa Cobbs, and Richard Rozanski

**1. CALL TO ORDER**

The meeting was called to order at 5:31 p.m. by Timothy Callahan

**2. PROJECT MANAGER/PURCHASING AGENT UPDATE**

There was a brief review of the state requirements for interviewing firms on state funded projects. Discussion ensued of the architects that sent in their RFQ's.

**3. SHORTLIST FOR ARCHITECTS**

After reviewing the score sheets, it was determined the following firms are the top four: Silver Petrucelli & Associates, Hibbard & Rosa, Friar Associates, and Christopher Williams Architects, LLC.

**On a motion by Karen Hintz and seconded by Mary Fortier, it was unanimously voted to approve to interview Silver Petrucelli Silver Petrucelli & Associates, Hibbard & Rosa, Friar Associates, and Christopher Williams Architects, LLC. for the architect on the Stafford School Roof Replacement project.**

Roger Rousseau will create a question set for the interviews. If there are any specific questions, please send them to him for review and inclusion.

**4. APPROVE FUTURE DATES**

Review of the calendar.

**On a motion by Mary Fortier and seconded by Michael Lamothe, it was unanimously voted to approve the calendar of regular meetings to begin in August 2019 and to forward approved copy to the Bristol Town Clerk's office.**

**5. OLD BUSINESS**

A copy of a contract will be sent out for the committee to review and send back to Tara Landon with comments on. At the request of Michael Lamothe at the May meeting, he would like to review the contract language prior to anything being finalized.

**6. Adjournment**

The meeting was adjourned at 6:19 p.m.

Respectfully submitted,

*Tara Landon*

Tara R. Landon

Administrative Assistant/Operations

APPROVED