

Planning Committee Meeting  
1/3/19 @ 6:30  
Board of Education Conference Room

BoE members: Sarah Moynihan Bollinger, Barbara Capuano, Rick Less, Dave Palmer (Chair)  
BoE staff: Bill Boutwell, Brian Czapla, Jim MacFeat, Alan Walker  
Town staff: Chris Boucher (Deputy Director Recreation Dept), Todd Rolland (Director Dept. of Public Works)

Meeting was called to order at 6:30 by Mr. Palmer.

Mr. Czapla provided an overview of the process for selecting a firm to provide professional services for the Somers High School Track Replacement Project. The particular focus of the meeting tonight is to select firms to move to the interview stage. He clarified voting members are Board of Education members and other members serve on an advisory basis.

Responses to the request for qualifications (RFQ) were received from all seven firms that attended the mandatory pre-bid walkthrough -- BSC Group, Classic Turf Company, Gale Associates, Linden Landscape Architects, Milone & Macbroom, SMRT and WBA Group. As a basis for beginning discussion, Mr. Czapla suggested the following five firms be considered for interviews -- BSC Group, Gale Associates, Milone & Macbroom, SMRT and WBA Group.

Mr. Palmer made a motion, seconded by Ms. Bollinger that BSC Group, Gale Associates, Milone & Macbroom, SMRT and WBA Group be interviewed for the purpose of providing professional services for the Somers High School Track Replacement Project. Following discussion, motion passed 4-0.

Members were asked to send possible interview questions to Mr. Boutwell as soon as possible. Interviews are scheduled for January 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>, starting at 6:00, in the Board of Education Conference room.

Meeting adjourned 7:20.

Submitted,  
Bill Boutwell