

**Utilization Committee**  
**May 31, 2016**  
**3:00 p.m.**  
**Central Office**

Members Present: Norm Hicks, Kerrie Flanagan, Victor Friedrich  
Others in Attendance: Kathy Veronesi, Ron Melnik

The meeting was called to order at 3:05 p.m.

**Approval of agenda:** On a motion made by Mr. Hicks, seconded by Mrs. Flanagan the agenda was approved.

**Approval of minutes:** On a motion made by Mr. Hicks, seconded by Mrs. Flanagan the March 9, 2016 minutes were approved.

**Standing Building Committee:** Possible names for Dr. Veronesi to contact were discussed with suggested membership of three from Durham, two from Middlefield, and two Board of Education members.

Charge of the building committee: one committee with oversight of all major capital projects necessary for all bonded projects with oversight of planning and expenditures. The building committee advises the BOE.

Current RFP is for design study, the building committee will begin their work in the fall. There was discussion of the purview of the Building Committee and the relationship of the committee with the Board. People who do not have a financial interest in the project are most appropriate for the committee. Discussion of how to respond to decision that the BOE has made in response to declining enrollment.

After an extensive discussion it was determined that it was advisable at this time to hold off on building committee appointment until after a design firm is selected and a more firm timeline is determined. A building committee item will be added to a future agenda.

**RFP status:** The RFP status was reviewed. 13 walkthroughs were conducted. Bids close on June 6th at noon. At this time the bids will be opened and noted. A review of the rating process suggested by Ed Arum was reviewed by Ron Melnik with the committee.

Ed Arum, Rob Francis, Ron Melnik will review and the four or five finalists will be reviewed with the ERC on Tuesday night. ERC will bring the recommendation to the BOE. All BOE members will be invited to the June 7th ERC meeting where presentations will be made. The ERC meeting will be held in CRHS Library and should allow time for a review of the process prior to presentation. A special meeting of the BOE will be scheduled if necessary. If the BOE can't decide by Wednesday June 8th, a special meeting will be held before the end of June.

A discussion of the Evaluation of Statement of Qualifications was held.

For the Ed Specifications, a decision will need to be made whether Memorial will be used as a shelter.

Discussion regarding the idea of inviting Mr. Bailey, Mr. Willett and EMS person from Middlefield to the next Utilization Committee meeting to discuss alternatives for exploring expectations/requirements, details and funding sources for shelter.

**Alternate Building Use Committee Update:** No meeting has been held recently. RSD 13 has given the committee the appraisals of the buildings and Durham has reached out to another firm for another quote. Need to invite Alternate Use Committee members to the Utilization Committee meeting. Discussion of what the Board's next steps will be if there is no decision made by June 30, 2017. The Board has already made a decision about keeping the building open for the next year.

Board of Education must be clear in their expectation including whether the buildings will be taken over by either town. Mr. Willett, Mrs. Adams and Mrs. Flanagan will set up a time to meet with Mr. Bailey and Mrs. Francis. An agenda item will be added to the next BOE meeting so that the full Board receives an update.

**Updated Communications:** FAQ - will update after RFP. This committee needs an update on the action that has been taken by the Alternative Building Use Committee. Will need to get parcel boundaries and update appraisals.

Mrs. Francis asked Mrs. Flanagan if the Board would be amenable to reducing the parcel of land associated with Korn School. Kerrie indicated the Board would consider but would need further information on the decided upon parcel of land.

Utilization Committee information is on the main web page.

**Public Comment:** Carl Stoop requested a list of all firms who picked up packages. Mr. Stoop asked about the process of reference checking and having that information of available for the Board.

**Adjournment:** Motion to adjourn at 4:33 p.m. was made by Mr. Hicks and seconded by Mrs. Flanagan