**Facilities Optimization Committee**

**APPROVED Meeting Minutes**

**December 1, 2020**

**7:00 PM**

**Via Zoom**

The meeting was called to order at 7:04 PM by Chairman Bertasi

**Attendance:** Mr. Bertasi, Ms. Weinstein, Ms. Harvey, Mr. Edgar, , Mr. Baldwin, Mr. Ezzes, Mr. Wolf, Dr. Craw, Selectwoman Nestor, and members of the public

**Approval of minutes:** Ms. Weinstein made a motion to approve the minutes from November 17th meeting. Mr. Edgar seconded the motion. Motion carried.

**Discussion/Decision regarding issuing an RFP:**

-Mr. Bertasi asked if anyone had comments on the revised RFP.

-Ms. Weinstein felt that the document did not clearly define which components were central to the project and which should be listed as add alternates for pricing purposes. She asked for items iv, v, and vi under Administrative Facilities Goals be listed as add alternates. Additionally, she thinks that the Town Hall, Bus Depot and Board of Education Central Office should not be reviewed at this time for reorganization of offices.

-Mr. Ezzes agreed, and said that he is concerned that the scope of the project was ballooning.

-Mr. Edgar said that the proposal was written such that each item will be priced independently.

-Ms. Weinstein asked for some additional minor changes which Mr. Bertasi will include in the next revision.

-The next step is for the RFP to be reviewed by the BoE Facilities Committee, the full Board of Education, and the Board of Selectmen. The goal is to issue the RFP by the 2nd week of January.

**Any new items:**

None

**Adjournment:**

A motion was to adjourn the meeting at approximately 8:00 by Ms. Harvey. The motion was seconded by Mr. Baldwin. The motion carried.