

**Facilities Optimization Committee**  
**Approved Meeting Minutes**  
**January 5, 2021**  
**7:00 PM**  
**Via Zoom**

The meeting was called to order at 7:04 pm.

**Attendance:**

**Committee Members:** Rick Bertasi, Gayle Weinstein, Denise Harvey, Ken Edgar, Steve Ezzes, Rone Balwin, Hillary Koyner, Richard Wolf, Tony Pesco

**Guests:** Assistant Superintendent Ken Craw, Selectwoman Samantha Nestor, Members of the Public

**Approval of minutes:**

Ms. Harvey made a motion to approve the minutes from the 12/1/20 meeting. The motion was seconded by Mr. Ezzes. The motion carried unanimously.

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

Dr. Craw discussed renovations to the Middle School and to the High School that he would like to see added to the RFP. Ms. Weinstein asked that we clarify which items in the RFP will be priced separately as add alts. Discussion ensued. The Committee agreed that items listed under the Scope of Services Section 3A(vi) and (vii) would be priced as add alternates.

**Motion:** To approve the language in the RFP subject to the discussed changes and subject to any boilerplate language required by the Town. The motion was made by Mr. Edgar and seconded by Ms. Weinstein. The motion carried unanimously.

**Any new items:** none

A motion for adjournment was made at 7:25 Pm by Mr. Edgar and seconded by Ms. Harvey. The motion carried unanimously.