

**MINUTES
TOWN OF DARIEN BOARD OF EDUCATION CENTRAL OFFICE/
MATHER CENTER BUILDING COMMITTEE**

Wednesday, January 5, 2011

The regular meeting of the Town of Darien Board of Education Central Office/Mather Center Building Committee was held on January 5, 2011. Present were Chairman Norm Guimond, Elizabeth Hagerty-Ross, John Hertz and Louis Gesualdi. Also present was Town Administrator Karl Kilduff. Vice Chairman Robin Woods was absent.

Chairman Guimond called the meeting to order at 12:07 p.m.

APPROVAL OF MINUTES

a) Meeting Minutes of December 8, 2010

Mr. Hertz moved, seconded by Mr. Gesualdi, to approve the minutes as presented. The minutes were approved by unanimous vote.

b) Meeting Minutes of December 15, 2010

Mr. Gesualdi moved, seconded by Ms. Hagerty-Ross, to approve the minutes as presented. The minutes were approved by 3-0 vote with Mr. Hertz abstaining.

NEW BUSINESS

a) Discuss Evaluation System for Ranking and Weighting Architect RFQ Submittals

The Committee continued its discussion regarding the proposal ranking sheet and received a new format to better compare the firms. It was noted that the rating sheet as a tool to be used by the individual members in evaluating and short-listing architectural firms. The interview questions would be used when firms are invited in to make a presentation and not part of the preliminary ranking of firms.

It was decided that committee members would come to collect RFQ responses after 3:00 p.m. on Friday, January 7 in order to expedite the review process in advance of the next meeting.

b) Other Items Of Relevance to the Committee

Nothing new was discussed by the Committee.

ADJOURNMENT

Mr. Hertz moved, seconded by Ms. Hagerty-Ross, to adjourn the meeting. The meeting was adjourned at 12:21 p.m.

Respectfully submitted
Karl F. Kilduff
Administrative Officer