

## MINUTES

Meeting of the Parmelee Farm Steering Committee

Thursday February 2, 2012 - Killingworth Town Hall

The following committee members were in attendance: Robert Broach, Christine Cronin, Terry Doyle, Linda Dudek, Doug Ewers, Tim Gannon, Richard Pleines, and Peg Scofield.

Absent: Joseph Hutchins, Karen Milano

Guests: Dave and Spencer Gumbart, Evan Siegel, Ashley Mooney

Tim Gannon called the meeting to order at 7:05 p.m. and welcomed the guests. He introduced HK student Ashley Mooney, who was there to video tape part of the meeting for a project she is doing on Parmelee Farm.

Video- taping begun.

Terry Doyle moved to accept the minutes from the meeting on January 5, 2011, seconded by Richard Pleines, passed.

Terry Doyle moved to accept the minutes from the special meeting on January 6, 2012, seconded by Richard Pleines, passed. Christine Cronin and Richard Pleines abstained.

Terry Doyle moved to accept the minutes from the special meeting on January 12, 2012, seconded by Richard Pleines, passed. Christine Cronin abstained.

Tim Gannon introduced Eagle Scout candidate Spencer Gumbart. Spencer gave the committee a final report on his Eagle Scout project. He reported that a final day had been spent on the farm removing invasive plants from a last area. He showed the committee before and after photos. He said that the project had taken a total of 122.45 hours. Spencer told the committee that he has handed in all of the required paperwork and that it is now in the review process. He will make sure that the committee receives a hard copy as well as an electronic copy of his project report. He also has prepared identification sheets on of the invasive species that they have removed from various sites on the farm.

Evan Siegel then addressed the committee on his proposed Eagle Scout project. Evan is planning to build picnic tables and benches for the farm. There was discussion as to the design and materials for the benches. Tim Gannon asked that Evan report back to him when he has a specific design plan for the benches.

Terry Doyle moved that the committee approve the picnic bench project, seconded by Linda Dudek, unanimously passed.

Tim then reported that Tim Foreman had informed him that the pole barn plans had been submitted to Dick Leighton and we are waiting to hear from him.

Peg Scofield then reported that Karen Milano had gotten the Snowman Building Contest into this month's Krier. Now all we need is some snow.

Peg Scofield then asked if anyone knew if Ethan Drain had finished his Eagle Scout project. Tim said he believed that he was no yet done-- there was some stump lowering, some grading and Ethan wanted to add more wood chips to the path.

End of video- taping.

Tim then stated that he had reviewed all 6 of the architect's submissions in response to the RFP, spending more time on the three lower cost submissions. Each member of the committee then gave their impressions of the submissions. There was a lengthy discussion of the submissions. The committee decided to interview the two lowest bids 1) TLB Architecture, LLC and 2) Cheryl Newton Architect, LLC and possibly 3) Paul B. Bailey Architect, if they agree that they will be flexible on their cost. Tim then said that he had had a 45 minute conversation with Greg Farmer of the Connecticut Trust for Historic Preservation. There was discussion as to how the interviews would be conducted.

Tim will try to schedule all three interviews commencing at 9 a.m. on Wednesday February 15, continuing on Thursday February 16 at 10 a.m., if necessary. The decision will be made on the day of the final interview and the Board of Selectmen notified of the committee's selection.

References will be checked on the three candidates to be interviewed. References will be asked 1) was the job competed within budget and in line with construction estimates? 2) Did the project have a committee and did the architects work well with that committee? 3) Were the STEAP obligations handled well by the firm?

There was then lengthy discussion as to the questions to be posed to the prospective architects. Three were decided upon 1) Do you feel there is any ambiguity of scope in this project that would result in add-ons to the project? Getting a C of O is the aim of the project. 2) Restrooms – location, cost, scope and 3) Who on the team will be responsible for the STEAP work?

Tim will notify everyone when the interviews have been scheduled.

Tim then reported on the bids for the schoolhouse roof. The cost of a cedar roof came in higher than expected, so the new roof will be of 50-year architectural shingles. There was lengthy discussion on the 3 quotes that have been submitted for the roof.

Peg Scofield moved that the committee recommend to the Board of Selectmen to award the job to Tim Foreman, the lowest bidder, seconded by Terry Doyle, unanimously passed.

There was then discussion of materials to be used for the trim work on the schoolhouse and the state of the old floor joists. Aaron Snow had brought the old floor joists to the site and it was determined that only two of them are still viable. When the floor is put in at a later date new material will have to be used. Tim Gannon has notified Aaron Snow of this.

Meeting adjourned at 9:40 p.m.

Respectfully submitted,

Christine Cronin, Secretary