

Greenwich Board of Education
Minutes of the New Lebanon Building Committee Meeting
Subcommittee on RFP and Contracts

DATE: Wednesday, February 8, 2017

LOCATION: BOE, Havemeyer Board Room

TIME: 6:45 pm

Subcommittee Members Present:

Clare Kilgallen - Subcommittee Chairwoman
Patricia Baiardi Kantorski - Clerk
Nick Macri (P&Z)
Brian Harris via phone

Others Present:

Eugene Watts (BOE-Senior Buyer)

1. Call the meeting to order

- a. The subcommittee was called to order by Clare Kilgallen at 6:45 pm.

2. Review status of Clerk-of-the Works RFP & Contract

- a. Clare Kilgallen said Brian Harris will send his edits of the contract to be incorporated in the draft copy. Ms. Kilgallen informed the subcommittee she had received comments from Eugene Watts and Angie Vinci, Account Manager.
- b. Clare Kilgallen will submit the edited draft copy of the Clerk-of-the Works' RFP & Contract to Wayne Fox and Christian Chipman for their legal review.

3. Approval of the 2/01/17 Meeting Minutes

- a. **A Motion was made** by Clare Kilgallen and seconded by Steve Walko **to approve the Minutes of Meeting as amended for 7/01/17.** The motion was approved with a vote of 4-0-0.

4. Discussion of Next Steps

- a. Clare Kilgallen said the Draft copy of the Clerk-of-the Work's RFP & Contract will be completed by the end of the week for review by the subcommittee. Then the draft will be sent to Eugene Watts and Angie Vinci for their review and comment.

5. Adjourn

- a. Clare Kilgallen adjourned the meeting at 6:55 pm.