

**APPROVED  
SPECIAL MEETING OF  
THE DARIEN HIGH SCHOOL CAFETERIA BUILDING COMMITTEE  
Thursday, Aug. 17, 2017**

**PLACE:**

**DARIEN PUBLIC SCHOOLS  
ADMINISTRATIVE OFFICES  
BOARD OF EDUCATION MEETING ROOM  
8:00 A.M.**

**COMMITTEE MEMBERS PRESENT:**

	Burke	Dineen	Hagerty-Ross	Harman	Mc Cammon	Mc Namara	Ochman	Palen	Stein	Zuro
Present	X			X	X	X	X	X	X	
Absent		X	X							X

**ADMINISTRATION PRESENT:** Dr. Brenner and Mr. Lynch

**AUDIENCE PRESENT:** Two, including First Selectman Jayme Stevenson

**Meeting called to order by Ms. McCammon, Committee Chairperson, at 8:05 a.m.**

**Motion to Approve Minutes from August 11<sup>th</sup> Meeting**

**1<sup>st</sup> Ms. Stein**

**2<sup>nd</sup> Mr. Harman**

	Burke	Dineen	Hagerty-Ross	Harman	Mc Cammon	Mc Namara	Ochman	Palen	Stein	Zuro
Yes				X	X	X	X	X	X	
No										
Abstain	X									

**RESULT -MOTION PASSED (6-0-1)**

**Motion to Approve Request for Proposal for Architectural Services as Amended**

**1<sup>st</sup> Mr. Burke**

**2<sup>nd</sup> Mr. Harman**

	Burke	Dineen	Hagerty-Ross	Harman	Mc Cammon	Mc Namara	Ochman	Palen	Stein	Zuro
Yes	X			X	X	X	X	X	X	
No										
Abstain										

**RESULT -MOTION PASSED (7 -0 - 0)**

**Motion to Amend the Agenda to Add Public Comment**

**1<sup>st</sup> Ms. Ochman**

**2<sup>nd</sup> Mr. Burke**

	Burke	Dineen	Hagerty-Ross	Harman	Mc Cammon	Mc Namara	Ochman	Palen	Stein	Zuro
Yes	X			X	X	X	X	X	X	
No										
Abstain										

**RESULT -MOTION PASSED (7-0-0)**

**Motion to Approve Amended Agenda**

1<sup>st</sup> *Mr. Harman*

2<sup>nd</sup> *Mr. Burke*

	Burke	Dineen	Hagerty-Ross	Harman	Mc Cammon	Mc Namara	Ochman	Palen	Stein	Zuro
Yes	X			X	X	X	X	X	X	
No										
Abstain										

**RESULT -MOTION PASSED (7-0-0)**

**DISCUSSIONS**

The Committee discussed the amended RFP which included more detail as to the scope of the work and a more precise cost.

The Committee discussed future meeting dates and established Tuesday, September 19<sup>th</sup> as its next meeting date and Monday, October 2 as its following meeting date. The Committee discussed using these dates as the opportunities to select and interview firms following the bidding process.

The Committee discussed communications procedures between the DHSCBC and the Administration as well as the BOE Chairperson and, should it be necessary, town’s legal counsel.

The Committee discussed having DHSCBC information on both the Town and Board of Education websites. Dr. Brenner showed the Committee the BOE website, where a drop down window under “Quick links” directs viewers to the DHS Cafeteria Project. On the Town website, the Committee looked at the site for the Public Works Garage Building Committee which could be used as a template for sharing information related to DHSCBC project.

**Motion to adjourn:**

1<sup>st</sup> *Ms. Ochman*

2<sup>nd</sup> *Mr. Palen*

	Burke	Dineen	Hagerty-Ross	Harman	Mc Cammon	Mc Namara	Ochman	Palen	Stein	Zuro
Yes	X			X	X	X	X	X	X	
No										
Abstain										

**RESULT -MOTION PASSED (7-0-0)**

Meeting adjourned at 8:40 a.m.

Respectfully Submitted,

Christa S. McNamara,  
Secretary