

**Town of Brookfield
Selectmen's Meeting - Special
Town Hall, Banquet Room
Tuesday, May 30, 2012**

Chairman Comtois called the meeting to order at 1:00 pm in the Banquet Room of the Town Hall. Other members present: Mr. Thomo. Mr. Heller was excused.

Camera Operator: None
Press: None
Public: None

Note: The minutes of this meeting reflect the order of the printed agenda NOT the order of the actual meeting.

Agenda:

1. **OPEN & REVIEW BIDS/PROPOSALS RE: SAW MILL POND DAM
PHASE II; CHOOSE 3 OR 4 TO INTERVIEW**

Chief Procurement Officer, Donna Neylon, opened the three bids that were received from Fuss & O'Neill, GZA, and Lenard Engineering and determined against her checklist that each included all of the information required in the RFP (Request for Proposals). Mr. Comtois and Mr. Thomo were each given a proposal from the three bidders and a set was placed in Mr. Heller's mailbox.

Ms. Neylon explained that the bid process chosen meant that the successful bidder was to be chosen by qualifications and that, after the three bidders were prioritized, the price package of the bidder chosen as number one could then be opened. If the price was determined to be "excessive" then the Selectmen could open the price package of bidder number two and so on. Once a price package is rejected, it may not be considered again and if all three price packages are rejected then the Town will have to go out to bid again hoping for a lower bid.

After some discussion, Mr. Thomo moved to by-pass the interview process and meet as a Board on Monday, June 4th at 8:30 am to prioritize the bidders and open the chosen price package(s); Mr. Comtois seconded; so voted.

2. **COMPLETE BALLOT FOR CMRPC**

The Annual Election Ballot was completed and readied for the mail.

3. **OTHER:**

Mr. Comtois gave Mr. Thomo an update on the painting of the gazebo project. He said that he had received a telephone call from Mr. John David Holdcraft who called representing the Cultural Council and asked the Selectmen to have the

prisoners paint the gazebo. Mr. Holdcraft assured Mr. Comtois three times during the conversation that the Council would handle the costs of the project.

Following instructions at a Selectmen's meeting, Ms. Neylon wrote to the Sheriff's office to request the services of the prisoners. Once she received a phone call indicating that they could handle the work, she e-mailed the Council indicating that the project was accepted by the Sheriff's office and she needed to know where the materials were stored and be assured that the Council would handle the lunches for the workers.

When Ms. Neylon received a response from Mr. Wm. J. Simpson, Chair of the Cultural Council, indicating the supplies, etc. were not coming from the Council but from the Selectmen, she initiated Mr. Comtois assistance in clearing up the matter. Mr. Comtois called Mr. Simpson and during the conversation he indicated that he and volunteers would paint the gazebo and that the request for the prisoners could be cancelled.

An announcement requesting volunteers for the project will be placed at the June 5th Selectmen's meeting but Ms. Neylon will hold off on cancelling with the Sheriff's office for a week or so.

ADJOURNMENT:

At 1:39 pm, Mr. Thomo moved to adjourn the meeting; Mr. Comtois seconded; so voted.

Respectfully submitted

Donna L. Neylon, Administrative Assistant

Approved: 6/19/12