

Town of Eastford  
Boiler Conversion Project  
Building Committee Minutes  
Monday, August 12, 2019

Present: Paul Torcellini (chair), Garry Carabeau, Tom DeJohn, Rob Torcellini, Mark Sheldon,  
Donna Leake (Superintendent)

Absent: Rob Ellsworth (BOE)

1. Meeting called to order at 7:40PM.
2. Donna Leake provided an update on the repair project status. Project should be completed this week, except for the installation of the radiator covers in the art room which arrived damaged.
3. Paul Torcellini presented a draft template of a Request for Proposal (RFP) for review by the committee.
4. The committee reviewed and edited the draft proposal.
5. Paul Torcellini will finalize the proposal.
6. Donna Leake will provide Paul with sample cover letter information for the RFP for engineering services for replacing the heating system.
7. Rob Torcellini will review and share the town bid process.
8. The timeline for the RFP was reviewed. The deadline for walkthrough (September 9), questions (September 13) and final submission (October 7, prior to 7:00PM) will be included in the RFP. It was decided to post the RFP on the Town website and the Woodstock Villager. Emails will also be sent to businesses.
9. The goal is to have the proposal responses ready to be opened at the regular Board of Selectmen meeting on October 7.
10. The committee set the next meeting dates:
  - a. Monday, September 23, 2019 (if needed)
  - b. Tuesday, October 15, 2019 (to review RFPs)
11. Meeting adjourned at 8:55PM.