Sterling Opera House Committee

Consultant Selection Committee (CSC) Meeting Minutes

Date: January 27, 2025
Location: City Hall and via Zoom
Meeting Type: Regular Meeting

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1. Call to Order

The meeting was called to order. Once audio and connectivity issues were resolved, all participants confirmed they could hear and be heard.

2. Pledge of Allegiance

3. Roll Call

Committee members and staff were present both in person and remotely.
A quorum was achieved.

4. Public Portion

The Chair opened the public portion of the meeting and invited public comments.
No members of the public wished to speak. Motion: To close the public portion of the meeting

- **Motion by:** Linda
- **Second by:** Dana
- **Vote:** Unanimous in favor
- **Result:** Motion carried

5. Executive Session – Review of Consultant Submissions

Motion: To enter executive session for the purpose of reviewing consultant submissions related to the Sterling Opera House RFP

- **Motion by:** Brian
- **Second by:** Dana
- **Vote:** Unanimous in favor
- **Time Entered Executive Session:** Approximately 6:41 p.m.

The recording was paused, and any individuals attempting to enter the meeting during this time were held in the virtual waiting room.

6. Motion to close Executive Session at 7:05 pm:

- **Motion by:** Linda
- **Second by:** Brian
- **Vote:** Unanimous in favor
- **Result:** Motion carried

7. Selection of Short List – RFP for Sterling Opera House

Following discussion, the committee identified a short list of firms to advance in response to the RFP.

Received
JUL 17
Derby, CT Town Clerk's Office

Short-listed Firms:

1. Steinberg Hart
2. Silver & Petrelli
3. GWWO
4. Bonham & Douglas

Motion: To approve the short list of firms

- **Motion by:** Dana
- **Second by:** Linda
- **Vote:** Unanimous in favor
- **Result:** Motion carried

The firms will be notified by the Clerk.

8. Adjournment

Motion: To adjourn the meeting

- **Motion by:** Amy
- **Second by:** Rob
- **Vote:** Unanimous in favor

The meeting was adjourned at **7:07 p.m.**

9. Next Meeting

The next meeting of the committee is scheduled for:
February 3, 2025 at 6:00 p.m.

Respectfully submitted,
Jennifer Desroches