

**Downtown Revitalization Committee**

**Meeting Minutes**

September 29, 2008

8:30 A.M.

- I. **Present:** Chairman Harpie, Mayor Wright, Jay Bottalico, Mike Lenares, Jeff Hedberg, Marie Dowling.

**Others Present:** Myra Cohen, Ed Meehan, Town Planner

II. **Review of Consultant Proposals**

Chairman Harpie reported that the Town Planner and the Town Engineer met with him last Friday, September 26<sup>th</sup>, and reviewed in detail each response. The Town Planner was requested to review staff's findings:

- 1) All three firms are well qualified to perform this work, excellent professional reputations, experienced and skilled staffs.
- 2) Exact comparisons were not possible among the three firms because of their varied responses. All three firms showed a good understanding of what the committee wanted to achieve, however, the services provided were not always comparable. An important component of this project will be construction administration and inspections, BL Companies would provide the most hours. While Fuss & O'Neill and Milone & MacBroom provides substantially less. On the other hand BL Companies mentioned the possible need and expense required for STC Certificate, this was not provided for by the other consultants. The possible STC process could be time consuming and needs to be clarified.

The consensus of the Committee was that BL Companies proposal was the most comprehensive and would get the Town more construction management. BL's reference to "local permitting" fee \$6,000 should be deleted because there will be no formal local permits required.

Mr. Bottalico moved that the Committee recommend to the Town Council the selection of BL Companies with the caveat that the \$6,000 "local permitting" fee be removed for a total contract of \$117,100. BL Companies suggested optional services will be evaluated once the project is underway. In addition the Town Manager should get BL Companies hourly fee schedule attached to the Town's contract. Mr. Lenares seconded this motion and it passed unanimously.

III. **Adjournment**

There being no further business before the Committee the meeting adjourned at 9:15 a.m.

Submitted,

Edmund J. Meehan  
Town Planner