

Unapproved Minutes of the Sound View Bike Way and Improvements Committee

Meeting of Thursday, January 31, 2014 4:00 PM
Old Lyme Memorial Town Hall 52 Lyme St. Old Lyme, CT

Meeting called to order at 4:07 PM.

Oversight Committee Members Present and Voting: Angelo Faenza, Frank Pappalardo, Bonnie Reemsnyder, and Mary Jo Nosal. Excused: Skip Sibley. Ad Hoc members excused: Kurt Prochorena, Chris Faulkner.

Discussion

Template State-Town and Consultant-Town Agreements

The Town Attorney reviewed the template Agreements and found them acceptable. Bonnie reported that the project specific Agreements have been received and presented to the Town Attorney on 1-31-14 for review.

Update on mini-RFP (not RFQ)

Members received the draft mini-RFP from Kurt Prochorena of BSC Group last week. The purpose of the mini-RFP is to select an architectural subcontractor responsible for the design/specifications of a prefab restroom facility that: is attractive; low maintenance; appropriate for the shoreline; meets Code; and is within the budget approved by ConnDot. Kurt provided the RFP to six architectural firms. He has requested responses by next week. Mary Jo will confirm the expected date of response receipt with Kurt. The Committee agreed to tentatively meet on 02/10/14 to review the responses and Kurt's recommendation. Following the acceptance of a subcontractor proposal, the date of a town informational meeting can be confirmed.

Planning for a Project Informational Session and Town Meeting

The Committee discussed holding a joint informational session for a few town concerns. The Route 156 and Sound View Improvements Project and its associated budget for the design and specifications phase will be discussed. Mary Jo will check to verify the availability of the Committee, Kurt and Chris Faulkner of VHB, for the tentative date of 03/06/14. The members agreed that the ability to tape the project informational session would be of value. Additionally, to provide project information to visitors in Town Hall, Bonnie will ask the IT department for a means to display and provide current project information.

A Town Meeting to approve the cost of the design and specifications budget, and other town business, was tentatively planned around March 24-26, 2014. Bonnie will check the availability of the Town Attorney. No project work will begin until the Town approves it. Bonnie will work with the Town Attorney to assure that the resolution and Agreement process is appropriately managed.

Miscellaneous

The Committee discussed the recent Town Meeting of 1/27/14 at which the voters unanimously accepted the gift of land from the Old Lyme Development Corporation. The entire parking lot property will be municipal property once the Town Attorney has filed the appropriate paperwork.

The Selectmen's office and Mary Jo received a request for project information from a resident. Mary Jo sent the resident the link to the town web site, the general bike way path photo from BSC, the list of frequently asked questions, the project overview and the date of today's meeting.

Both BSC Group and VHB are moving. Mary Jo will provide the new contact information.

The Committee decided to continue the current scheduling of meeting practice.

Motion to Approve Minutes

Motion to approve the meeting minutes of 1-6-14 by Angelo and seconded by Frank. Motion carried unanimously.

Public Comment

Two members of the public were present and there was no comment.

Motion to Adjourn

Motion to adjourn at 4:55 PM by Angelo and seconded by Frank. Motion carried unanimously.

Next Meeting: tentatively scheduled for 2/10/14 at Town Hall. Angelo will not be available.

Respectfully submitted 1/31/14 by: Mary Jo Nosal
Acting Clerk